Introduction

Course Goals

The goals for this course are for you to:

- Become familiar with the different types of purchase orders available in SAM II and their uses.
- Become familiar with the reference tables related to SAM II purchase orders.
- Become familiar with the inquiry tables related to SAM II purchase orders.
- Become proficient at processing SAM II purchase order documents.

Sign-on ID's

A generic user ID will be used in this course to sign on to the training application. The generic user IDs are to be used in the training region only. You will use your own user ID in Production.

Data Cards

On each of the terminals, you will find a data card. The information on the data card will be used for some of the hands-on exercises in the class. When completing exercises, this information will be used in place of the *Provided by Instructor* literal. This information will be used for training purposes only.

Purchasing Overview

Topic Objectives

After completing this topic, you will:

- Understand the basic purchasing process and lifecycle as it relates to SAM II.

Purchasing Processes

The SAM II Extended Purchasing System (EPS) is designed to provide operational support for the Office of Administration, Division of Purchasing and Materials Management (OA/DPMM) as well as departmental/agency users. The system is designed to aid users with the requisition, purchasing, receiving, invoicing, and payment process. The purchasing system allows you to enter documents to pre-encumber, encumber, and establish price agreements (contracts) within the system. These documents include requisitions, purchase orders, and orders against contracts. A receiver document records the receipt of goods or services and a vendor invoice document records the vendor's request for payment. This course covers SAM II purchase orders.

A summary of the characteristics and uses of each of the SAM II document types is provided on the following pages. Detailed information about each document type is covered in their respective document-specific classes.

Requisitions (RXQ, NR)

- Request to procure goods or services
- Represents an informal commitment to make a purchase
- Used by agencies to begin the procurement process for goods and/or services that are *outside* their local purchasing authority (purchases equal to or greater than $25,000 for most agencies)
- Pre-encumbrance of funds (RXQ only)

Purchase Orders (PCQ, PCT, PDQ, SCS, PGQ, SC)

- Used to procure goods and/or services from an outside vendor
- May be used to order goods and/or services off of an existing price agreement (contract) (PGQ and SC only)
- Used for goods and/or services that are within an agencies local purchasing authority (purchases less than $25,000 for most agencies) (PDQ and SCS only)
- Represents a formal commitment to make a purchase
- If referencing a requisition (PCT and PCQ only), the pre-encumbrance is reversed
- Encumbrance of funds

Receivers (RC)

- Used to record the receipt of goods delivered or services rendered from a vendor
- No accounting effects

Vendor Invoices (VIQ)

- Used to record the request for payment from a vendor for goods delivered or services rendered
- No accounting effects

Payment Vouchers (MP, P1, PV, PVA, PVQ, PVS, PVV)

- Used to authorize the spending of money to pay for goods that have been ordered, received, and/or invoiced
- If referencing a purchase order, the encumbrance is reversed
- Creates an expenditure accounting entry
- Initiates the creation of either a check or an electronic funds transfer

Life Cycle

The following table provides a brief overview of the purchasing events as they are tracked in SAM II.

Action	Request for Procurement	Purchase commitment	Receiving	Vendor requests payment	Payment Request
Transaction	Requisition (RXQ, NR)	Purchase Order (PCT, PCQ, PDQ, PGQ, SC, SCS)	Receiver (RC)	Vendor Invoice (VIQ)	Payment Voucher (MP, P1, PV, PVA, PVQ, PVS, PVV)
Accounting Event	Pre-Encumbrance (RXQ only)	Encumbrance	None	None	Expenditure
Non-Accounting Event	Vendor and Commodity Tracking	Vendor and Commodity Tracking	Vendor and Commodity Tracking	Vendor Terms Tracked	Vendor Payment and Commodity Tracking

Review and Skill Check

Put the steps below in the correct sequence in the purchasing process:

___ Requisition is processed.

___ Payment Voucher is processed.

___ Receiver is processed.

___ Purchase Order is processed.

Purchase Order Reference Tables

Topic Objectives

After completing this topic, you will:

- Be familiar with the main SAM II commodity reference tables that are related to purchase orders.
- Be familiar with the main SAM II vendor reference tables that are related to purchase orders.
- Be familiar with some of the additional SAM II reference tables that are related to purchase orders.

Commodity Reference Tables

SAM II procurement functionality is based on the identification of goods and services by a commodity code classification structure. SAM II procurement transactions require use of a structured commodity code. The State of Missouri assigns codes based on the National Institute of Governmental Purchasing (NIGP) commodity code structure. This commodity code structure provides a standard identification scheme for items that allows for the association of details about a particular item with each of the commodity codes.

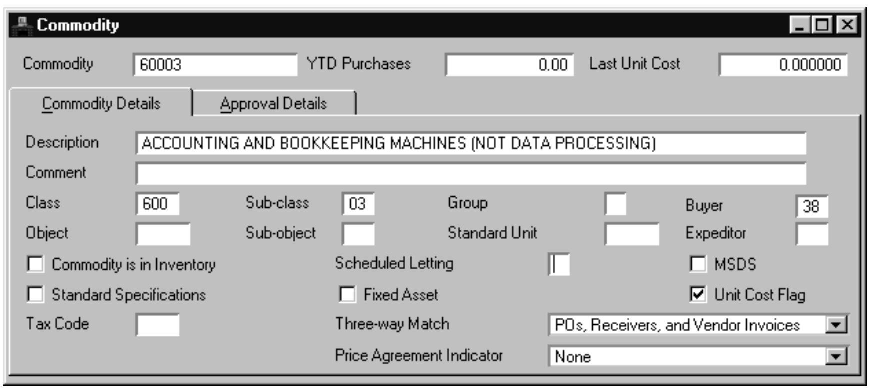
Commodity codes may be 5, 7, or 10 digits in length. Agencies will primarily use a 5-digit code, which consists of a 3-digit class code plus a 2-digit sub-class code. However, more detailed codes (i.e., 7-digit and 10-digit codes) will be added to the commodity code database as necessary. For example, commodities used by the Inventory Control subsystem are 10 digits long.

The Office of Administration, Division of Purchasing and Materials Management (OA/DPMM) is responsible for maintaining the commodity code database. Agencies will have inquiry access only to most of the commodity code tables. Agencies can request additions, modifications, or deletions of commodity codes by submitting a request to OA/DPMM. For more information on submitting changes to SAM II tables, refer to the *SAM II Table Inquiry and Maintenance* class.

The following pages introduce you to the commodity tables listed below:

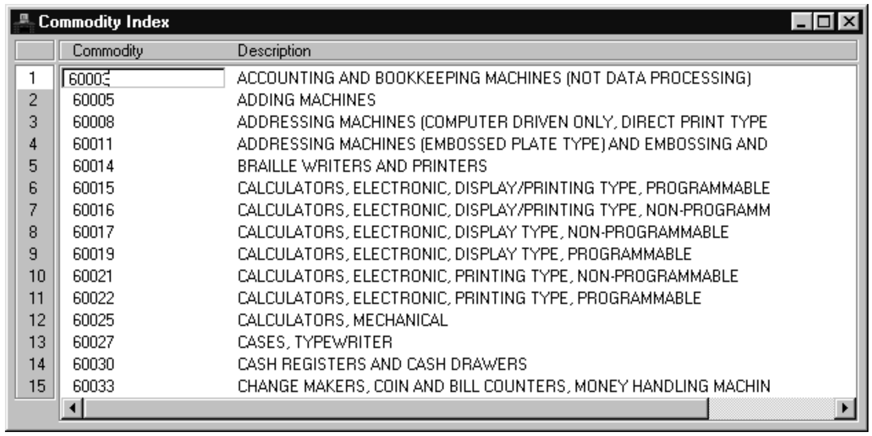
- Commodity (COMT)
- Commodity Index (COMM)
- Commodity by Description Inquiry (CODX)
- Commodity Class (COCL)
- Commodity Cross Reference (COMK)
- Commodity Sub-Class by Commodity Class (CSCC)
- Unit of Measure (UNIT)

Commodity (COMT)



Commodity (COMT) defines the valid commodity codes that are used to classify goods and services. The class and sub-class hierarchy is defined on this table. Information related to previous purchases, inventory, approvals, and Three-Way Match (discussed later) is also recorded on COMT. OA/DPMM is responsible for maintaining the commodity code database. Agencies will have inquiry access only to COMT.

Commodity Index

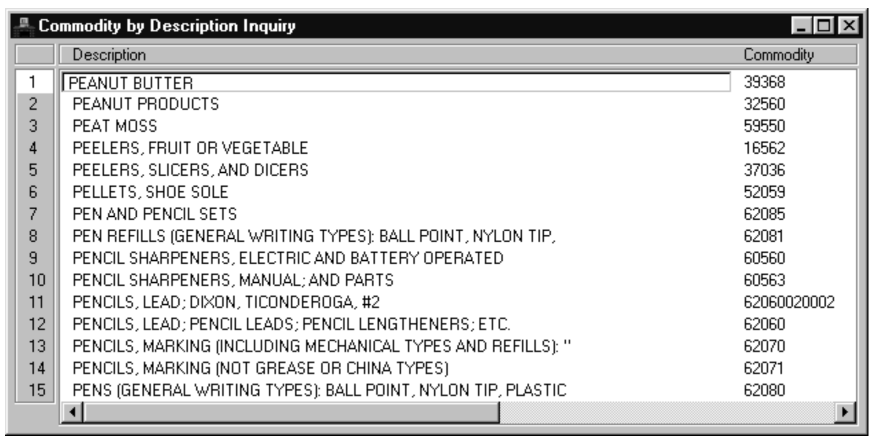


Commodity Index

	Commodity	Description
1	60003	ACCOUNTING AND BOOKKEEPING MACHINES (NOT DATA PROCESSING)
2	60005	ADDING MACHINES
3	60008	ADDRESSING MACHINES (COMPUTER DRIVEN ONLY, DIRECT PRINT TYPE
4	60011	ADDRESSING MACHINES (EMBOSSED PLATE TYPE) AND EMBOSSING AND
5	60014	BRAILLE WRITERS AND PRINTERS
6	60015	CALCULATORS, ELECTRONIC, DISPLAY/PRINTING TYPE, PROGRAMMABLE
7	60016	CALCULATORS, ELECTRONIC, DISPLAY/PRINTING TYPE, NON-PROGRAMM
8	60017	CALCULATORS, ELECTRONIC, DISPLAY TYPE, NON-PROGRAMMABLE
9	60019	CALCULATORS, ELECTRONIC, DISPLAY TYPE, PROGRAMMABLE
10	60021	CALCULATORS, ELECTRONIC, PRINTING TYPE, NON-PROGRAMMABLE
11	60022	CALCULATORS, ELECTRONIC, PRINTING TYPE, PROGRAMMABLE
12	60025	CALCULATORS, MECHANICAL
13	60027	CASES, TYPEWRITER
14	60030	CASH REGISTERS AND CASH DRAWERS
15	60033	CHANGE MAKERS, COIN AND BILL COUNTERS, MONEY HANDLING MACHIN

Commodity Index (COMM) provides a summary of the valid commodity codes defined on COMT. COMM lists each commodity, sorted by code, and the associated description. This table is updated when a commodity is added, changed, or deleted on COMT.

Commodity by Description Inquiry (CODX)



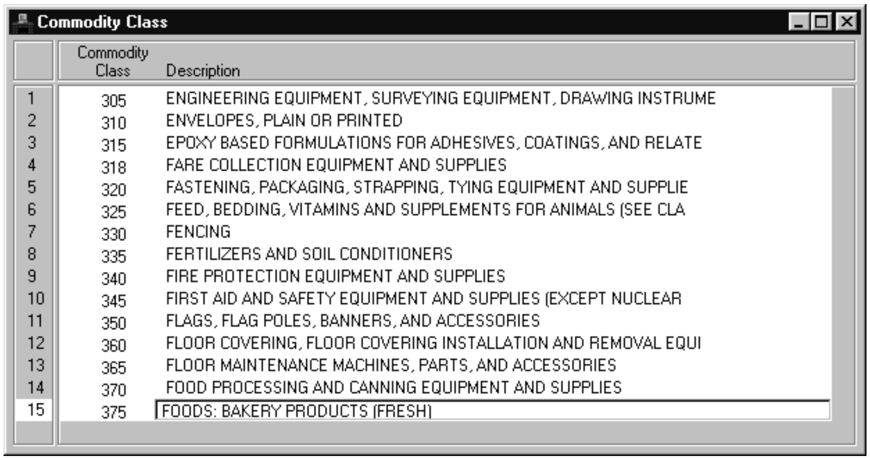
Commodity by Description Inquiry

	Description	Commodity
1	PEANUT BUTTER	39368
2	PEANUT PRODUCTS	32560
3	PEAT MOSS	59550
4	PEELERS, FRUIT OR VEGETABLE	16562
5	PEELERS, SLICERS, AND DICERS	37036
6	PELLETS, SHOE SOLE	52059
7	PEN AND PENCIL SETS	62085
8	PEN REFILLS (GENERAL WRITING TYPES): BALL POINT, NYLON TIP,	62081
9	PENCIL SHARPENERS, ELECTRIC AND BATTERY OPERATED	60560
10	PENCIL SHARPENERS, MANUAL; AND PARTS	60563
11	PENCILS, LEAD; DIXON, TICONDEROGA, #2	62060020002
12	PENCILS, LEAD; PENCIL LEADS; PENCIL LENGTHENERS; ETC.	62060
13	PENCILS, MARKING (INCLUDING MECHANICAL TYPES AND REFILLS): "	62070
14	PENCILS, MARKING (NOT GREASE OR CHINA TYPES)	62071
15	PENS (GENERAL WRITING TYPES): BALL POINT, NYLON TIP, PLASTIC	62080

Similar to COMM, Commodity by Description Inquiry (CODX) provides a summary of the valid commodity codes defined on COMT. However, since CODX is sorted by description, it can be useful in searching for commodity codes when the actual code is not known. CODX is updated when a commodity is added, changed, or deleted on COMT.

Note: CODX is an excellent option when using the **Find Code** command for a commodity code.

Commodity Class (COCL)

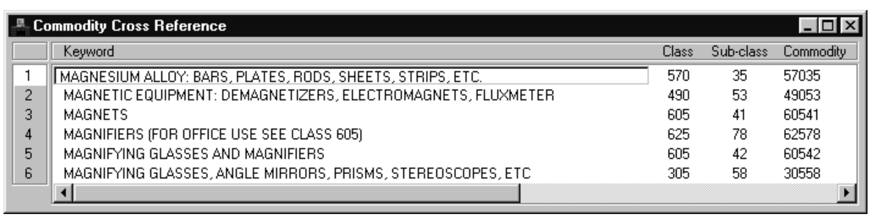


Commodity Class

	Commodity Class	Description
1	305	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME
2	310	ENVELOPES, PLAIN OR PRINTED
3	315	EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATE
4	318	FARE COLLECTION EQUIPMENT AND SUPPLIES
5	320	FASTENING, PACKAGING, STRAPPING, TYING EQUIPMENT AND SUPPLIE
6	325	FEED, BEDDING, VITAMINS AND SUPPLEMENTS FOR ANIMALS (SEE CLA
7	330	FENCING
8	335	FERTILIZERS AND SOIL CONDITIONERS
9	340	FIRE PROTECTION EQUIPMENT AND SUPPLIES
10	345	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR
11	350	FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES
12	360	FLOOR COVERING, FLOOR COVERING INSTALLATION AND REMOVAL EQUI
13	365	FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES
14	370	FOOD PROCESSING AND CANNING EQUIPMENT AND SUPPLIES
15	375	FOODS: BAKERY PRODUCTS (FRESH)

Commodity Class (COCL) defines valid commodity class codes and their descriptions. COCL is an excellent tool to use when searching for a commodity code. After browsing COCL for the appropriate commodity class, plug the class code into the first three digits of the *Commodity* field on COMM, or in the *Commodity Class* field on Commodity Cub-Class by Commodity Class (CSCC) to narrow your search down.

Commodity Cross Reference (COMK)



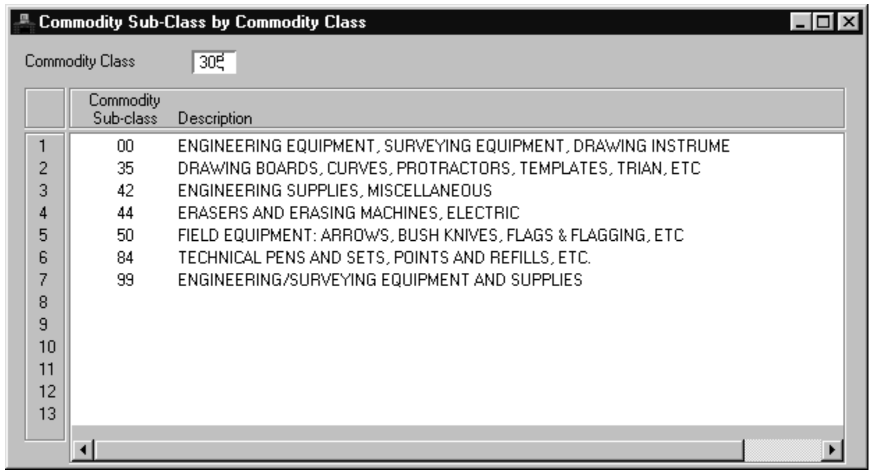
Commodity Cross Reference

	Keyword	Class	Sub-class	Commodity
1	MAGNESIUM ALLOY: BARS, PLATES, RODS, SHEETS, STRIPS, ETC.	570	35	57035
2	MAGNETIC EQUIPMENT: DEMAGNETIZERS, ELECTROMAGNETS, FLUXMETER	490	53	49053
3	MAGNETS	605	41	60541
4	MAGNIFIERS (FOR OFFICE USE SEE CLASS 605)	625	78	62578
5	MAGNIFYING GLASSES AND MAGNIFIERS	605	42	60542
6	MAGNIFYING GLASSES, ANGLE MIRRORS, PRISMS, STEREOSCOPES, ETC	305	58	30558

Commodity Cross Reference (COMK) provides users with the capability to search for commodity codes that are known by different names (e.g., names other than their official descriptions from COMT). Agency users may update this table by entering a descriptive keyword to associate with a commodity code. For example, a commodity officially known as "chlorine bleach" may be found on COMK by searching for "bleach", "laundry solutions", or even "Clorox", if these values have been defined on this table.

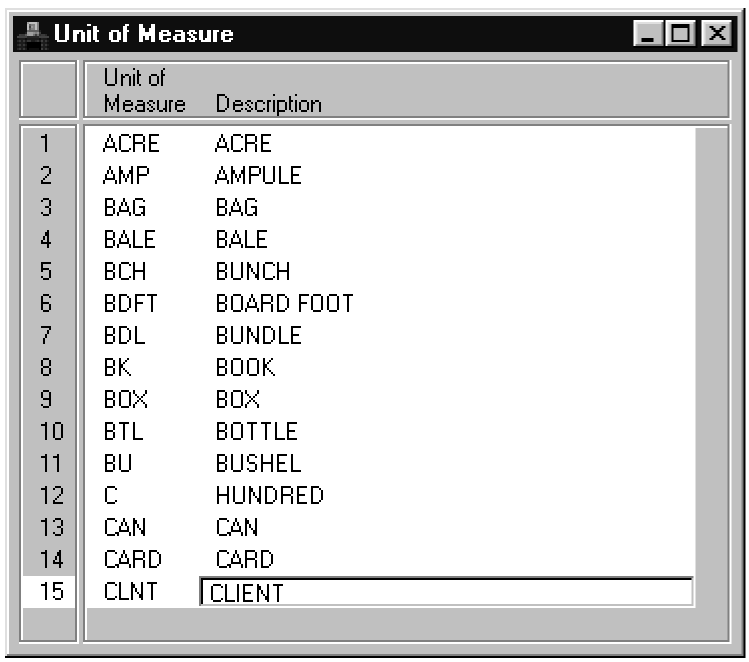
Note: COMK is an excellent option when using the **Find Code** command for a commodity code.

Commodity Sub-Class by Commodity Class (CSCC)



Commodity Sub-Class by Commodity Class (CSCC) defines valid commodity class/sub-class relationships. CSCC can be used in conjunction with COCL to find commodity codes based on the class and sub-class.

Unit of Measure (UNIT)



Unit of Measure (UNIT) defines codes that abbreviate standard units of measure. Codes from UNIT are entered on purchase order documents. The UNIT table is maintained by OA/DPMM. Any requests for additions or changes to the UNIT table must be submitted to OA/DPMM using Workflow.

Vendor Reference Tables

Vendor tables are used to define values for vendors, organizations, or individuals from which you wish to purchase goods and/or services. You can also request miscellaneous vendor codes to use for one-time or infrequently used vendors.

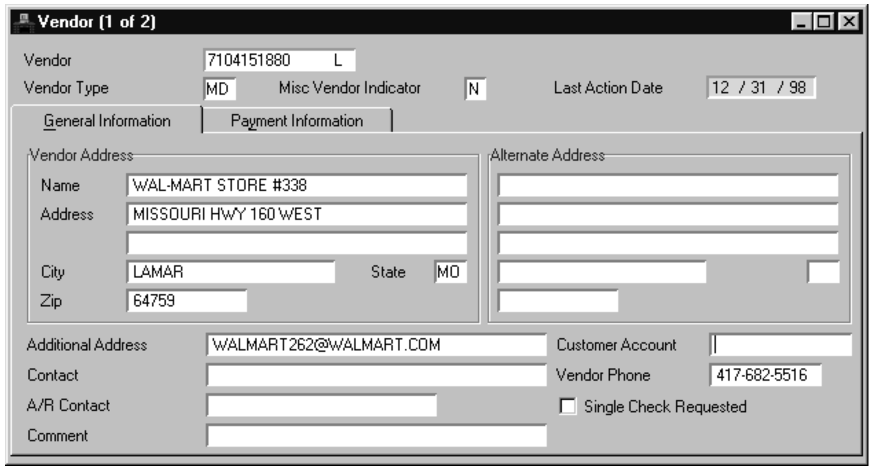
In SAM II, every vendor has a unique identifier referred to as a vendor code. The vendor code is a number consisting of the vendor's tax identification number (TIN) followed by a '0' in the eleventh digit. An alternate address indicator, in the eleventh digit, is used to distinguish a vendor with multiple addresses. Each primary (initial) vendor code will have '0' as the alternate address indicator. OA Accounting (OA/ACC) will assign sequential numbers for each subsequent alternate address, using 1-9 first. If there are more than 10 addresses for a vendor, alpha characters will then be assigned in sequence (A-Z). If there are more than 36 addresses for a vendor, the tenth digit of the vendor code will be incremented by one and the alternate address field incremented sequentially by one again.

Vendor codes are required on all purchase orders. Vendor reference tables are used to validate vendor information entered on purchasing documents.

The following pages introduce you to the vendor reference tables listed below:

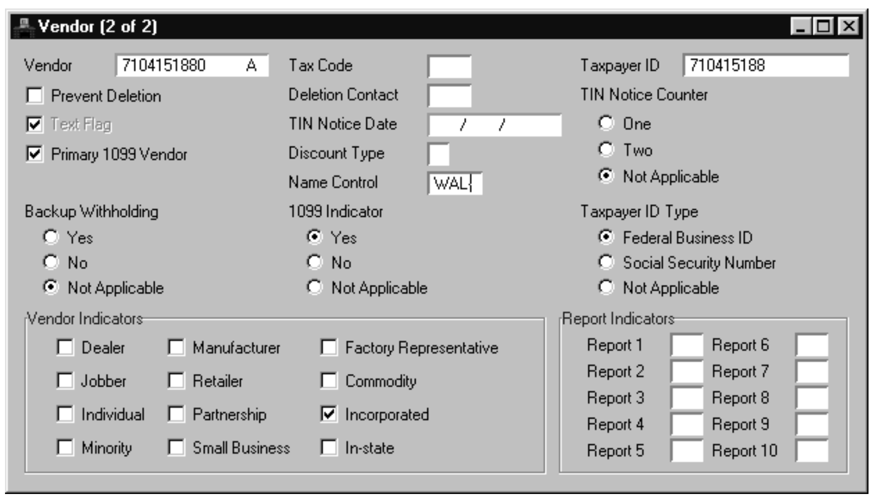
- Vendor (1 of 3) (VEN2)
- Vendor (2 of 3) (VEN3)
- Vendor (3 of 3) (VEN4)
- Vendor Index (VEND)
- Vendor Name Inquiry (VNAM)
- Vendor Commodity (1 of 2) (VCOM)
- Bidders (BIDD)

Vendor (1 of 3) (VEN2)



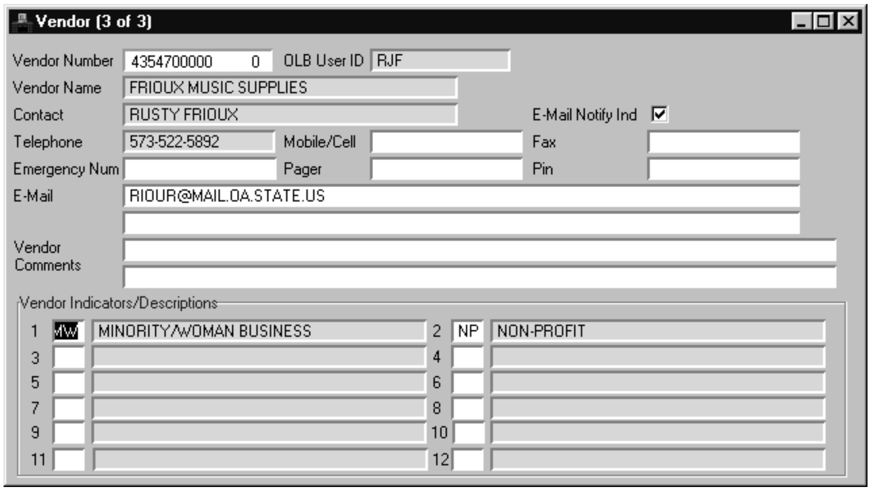
Vendor (1 of 3) (VEN2) defines values for vendors, organizations, and persons from whom you wish to make purchases. This window includes vendor names and addresses, special indicators, and scheduled payment dates for use by the automated cash disbursement process.

Vendor (2 of 3) (VEN3)



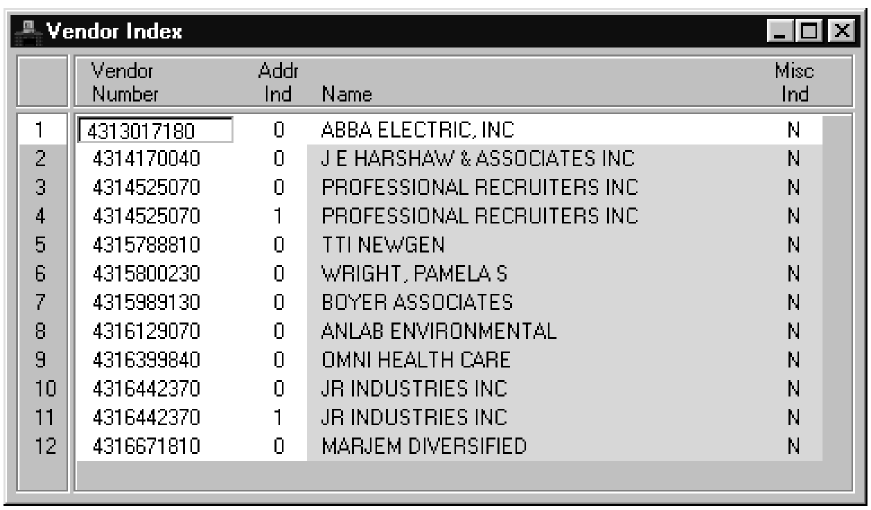
Vendor (2 of 3) (VEN3) is used in conjunction with VEN2 to define additional status and demographic values for vendors, including 1099 and backup withholding information.

Vendor (3 of 3) (VEN4)



Vendor (3 of 3) (VEN4) includes additional vendor information for a record, including the vendor's MBE and WBE status.

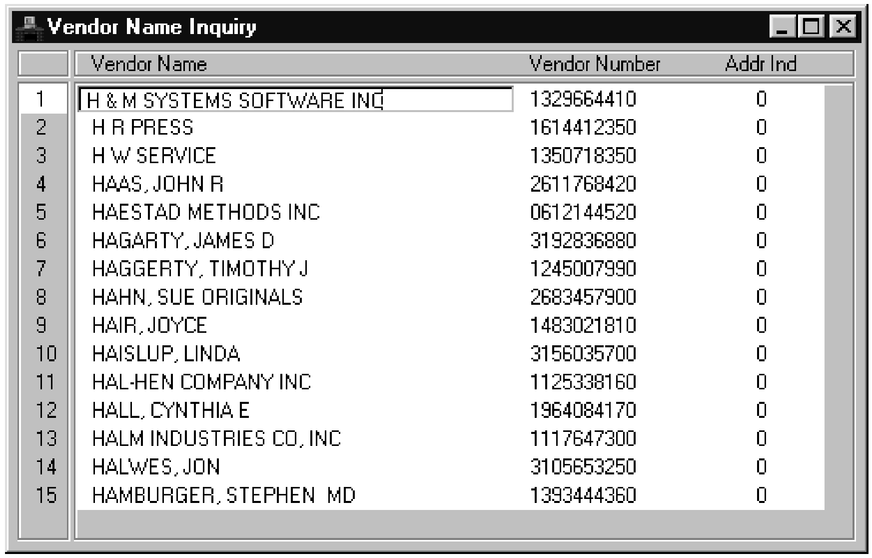
Vendor Index (VEND)



	Vendor Number	Addr Ind	Name	Misc Ind
1	4313017180	0	ABBA ELECTRIC, INC	N
2	4314170040	0	J E HARSHAW & ASSOCIATES INC	N
3	4314525070	0	PROFESSIONAL RECRUITERS INC	N
4	4314525070	1	PROFESSIONAL RECRUITERS INC	N
5	4315788810	0	TTI NEWGEN	N
6	4315800230	0	WRIGHT, PAMELA S	N
7	4315989130	0	BOYER ASSOCIATES	N
8	4316129070	0	ANLAB ENVIRONMENTAL	N
9	4316399840	0	OMNI HEALTH CARE	N
10	4316442370	0	JR INDUSTRIES INC	N
11	4316442370	1	JR INDUSTRIES INC	N
12	4316671810	0	MARJEM DIVERSIFIED	N

Vendor Index (VEND) provides an index of all vendors entered in SAM II, sorted by vendor number. This table is updated when vendor records are added, changed, or deleted on VEN2.

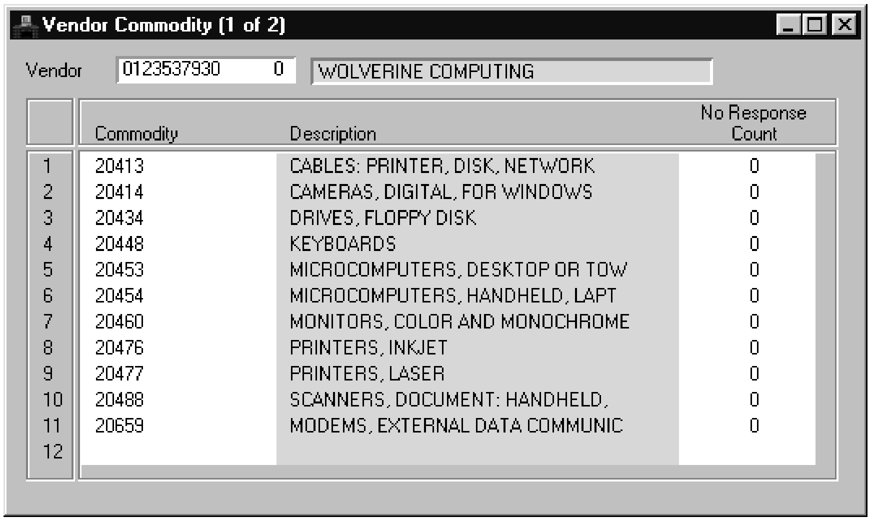
Vendor Name Inquiry (VNAM)



Vendor Name Inquiry (VNAM) displays all vendors entered in SAM II, sorted by name. VNAM can be used to look up a vendor code if only the name is known. VNAM is updated when vendor records are added, changed, or deleted on VEN2.

Note: VNAM is an excellent option when using the **Find Code** command for a vendor code.

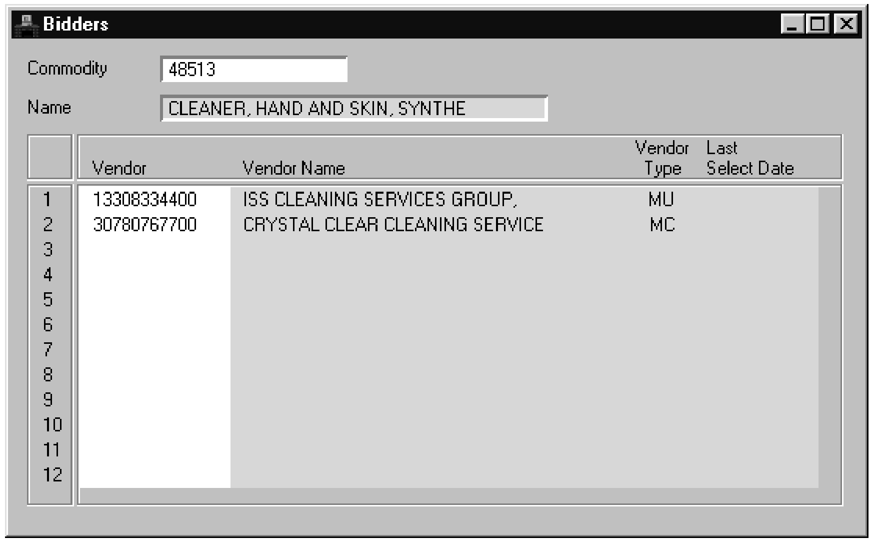
Vendor Commodity (1 of 2) (VCOM)



Vendor Commodity (1 of 2) (VCOM) is defines a list of commodities that a particular vendor can supply. Commodity descriptions are inferred from COMT. Only OA/DPMM and the Missouri Department of Transportation (MODOT) have the authority to establish vendor-commodity relationships in SAM II. All users may inquire on VCOM.

Note: VCOM is not a complete list of all vendors. VCOM will display MBE/WBE vendors, as well as some commonly used vendors. Agencies are not required to use the vendors on VCOM, and are encouraged to maintain their own internal vendor/commodity lists.

Bidders (BIDD)



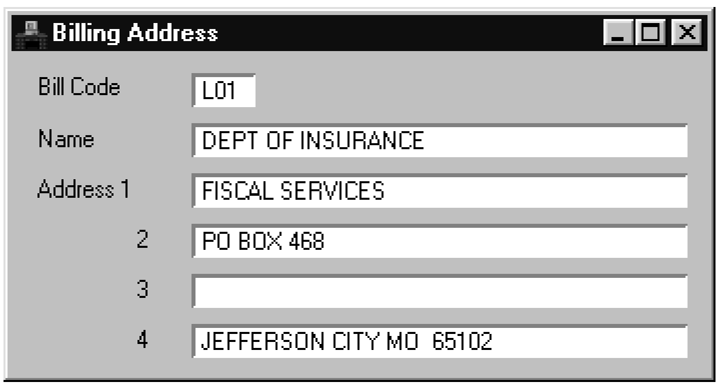
Bidders (BIDD) displays vendors that are able to supply a particular commodity code. Like VCOM, BIDD is not a complete list of all vendors, nor are agencies required to use the vendors found on BIDD. BIDD is updated when records are added, changed, or deleted on VCOM.

Additional Purchase Order Reference Tables

The following pages introduce you to the additional purchase order reference tables listed below:

- Billing Address (BILL)
- Note Pad Text (NOTE)
- Shipping Address (SHIP)
- Special Instruction (SPIS)
- Transaction Type (TRTT)

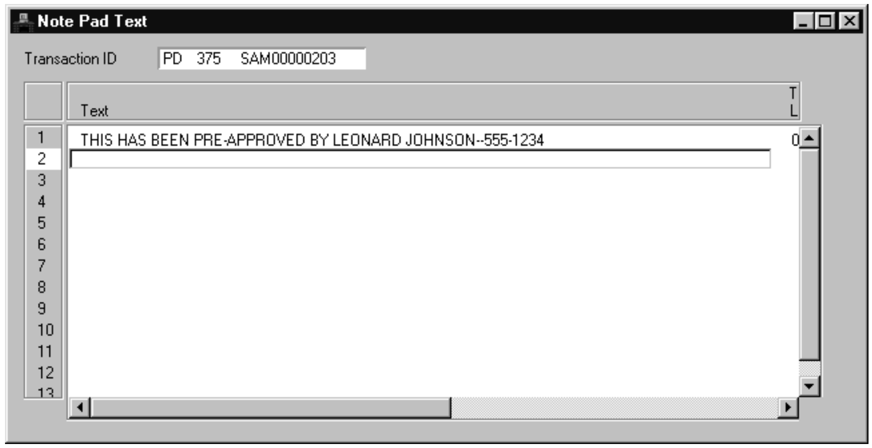
Billing Address (BILL)



The Billing Address table (BILL) is used to validate unique billing codes to different addresses to facilitate invoicing. Purchase order documents reference this table to verify the validity of a billing code. Each agency has a unique “agency identifier” that is used as the first character of billing codes, allowing users to search the table only for codes assigned to their agency. Requests for new billing codes must be submitted to OA/DPMM using Workflow.

For a list of agency identifier codes, refer to the appendix at the end of this manual.

Note Pad Text (NOTE)

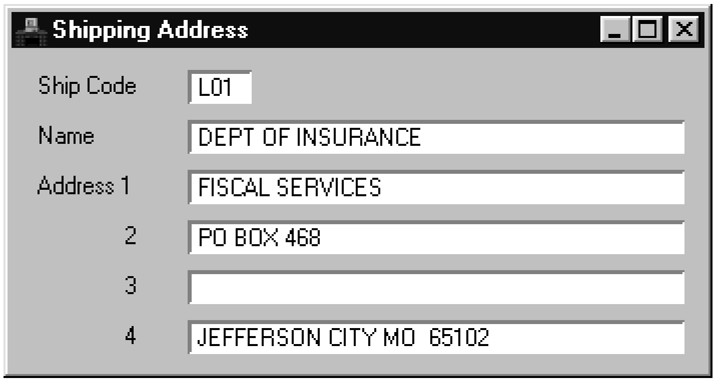


Note Pad Text (NOTE) is used to store comments, reminders, and miscellaneous text about any document in SAM II. Users may enter notes about a document before and/or after the document has been accepted. When text is entered on NOTE for a purchase order, it will be indicated on the Open Purchase Order Header by Document Number Inquiry table (OPHD), under the *Controls* tab. Text stored on NOTE will **not** print on the purchase order.

An entry on NOTE is required for Chapter 34 and Chapter 8 agencies submitting a PDQ or SCS document for an amount outside of their local purchasing authority. In addition, Chapter 8 agencies must also add an entry for SC documents for amounts of $25,000 or more.

Note: To assure that OPHD is automatically updated by the system to indicate that text exists on NOTE for a particular document, NOTE must be opened and the record browsed after the document has been accepted (ACCPT).

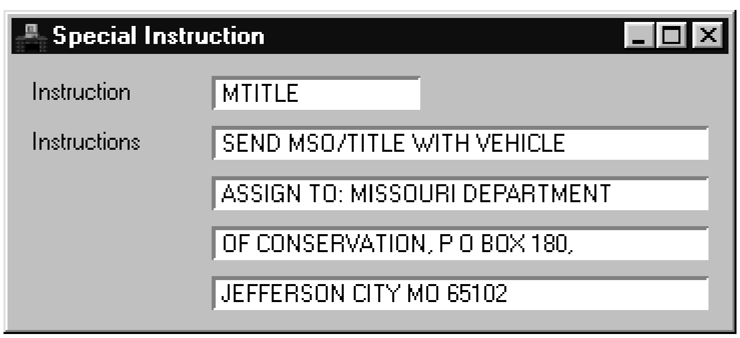
Shipping Address (SHIP)



Similar to BILL, the Shipping Address table (SHIP) is used to validate unique shipping codes to different addresses to facilitate shipping. Purchase order documents reference this table to verify the validity of a shipping code. Each agency has a unique “agency identifier” that is used as the first character of shipping codes, allowing users to search the table only for codes assigned to their agency. Requests for new shipping codes must be submitted to OA/DPMM using Workflow.

For a list of agency identifier codes, refer to the appendix at the end of this manual.

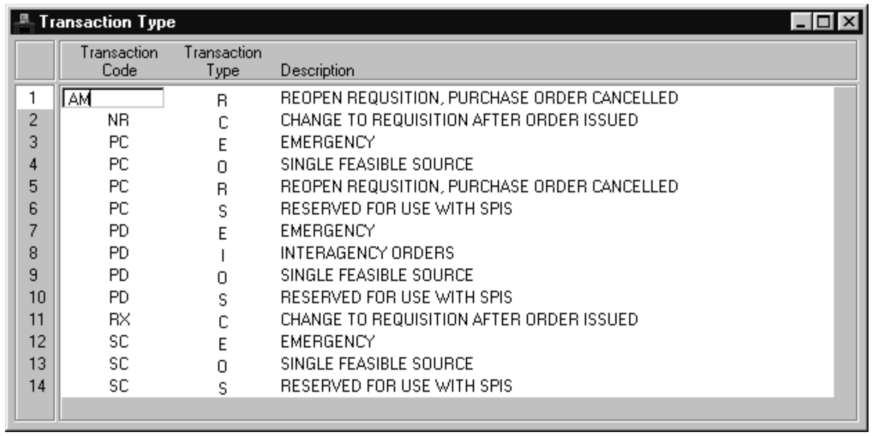
Special Instructions (SPIS)



Special Instructions (SPIS) defines valid special instruction values that may be used to print additional information on purchase order documents. Similar to the BILL table, SPIS codes are sorted using the same agency identifier. To use a special instruction on a purchase order, enter ***S*** in the *Order Type* field on the purchase order document, and the instruction code from SPIS in the *Comment* field. Agencies will maintain their entries on SPIS themselves.

For a list of agency identifier codes, refer to the appendix at the end of this manual.

Transaction Type (TRTT)



Transaction Type

	Transaction Code	Transaction Type	Description
1	AM	R	REOPEN REQUSITION, PURCHASE ORDER CANCELLED
2	NR	C	CHANGE TO REQUISITION AFTER ORDER ISSUED
3	PC	E	EMERGENCY
4	PC	O	SINGLE FEASIBLE SOURCE
5	PC	R	REOPEN REQUSITION, PURCHASE ORDER CANCELLED
6	PC	S	RESERVED FOR USE WITH SPIS
7	PD	E	EMERGENCY
8	PD	I	INTERAGENCY ORDERS
9	PD	O	SINGLE FEASIBLE SOURCE
10	PD	S	RESERVED FOR USE WITH SPIS
11	RX	C	CHANGE TO REQUISITION AFTER ORDER ISSUED
12	SC	E	EMERGENCY
13	SC	O	SINGLE FEASIBLE SOURCE
14	SC	S	RESERVED FOR USE WITH SPIS

Transaction Type (TRTT) stores all of the different SAM II document types and all of their associated types that can be entered in the *Order Type* field. For example, if the PDQ document you are working on is an emergency purchase order, you will enter ***E*** in the *Order Type* field.

Note: In order to use the instructions on SPIS, the *Order Type* must be ***S***, and the SPIS code must be entered in the *Comment* field.

Review and Skill Check

Write T or F next to each statement below:

___ 1. A vendor code is the vendor's phone number.

___ 2. Commodity codes are made up of 5, 7, or 10 digits.

___ 3. Agencies can enter a new commodity code on COMT.

___ 4. Agencies can enter a new keyword for a commodity code on COMK.

Purchase Order Documents

Topic Objectives

After completing this topic, you will:

- Understand the key concepts that apply to all SAM II purchase orders.

- Understand the uses of the SAM II Quick Decentralized Purchase Order document (PDQ).

- Understand the uses of the SAM II Simplified Service Contract document (SCS).

- Understand the uses of the SAM II Quick Price Agreement document (PGQ).

- Understand the uses of the SAM II Service Contract document (SC).

Purchase Order Concepts

This section covers the following SAM II purchase order documents:

- Quick Decentralized Purchase Order (PDQ)

- Simplified Service Contract (SCS)

- Quick Price Agreement (PGQ)

- Service Contract (SC)

State of Missouri Purchase Order Policies

- All purchases greater than $3,000 and less than $25,000 must be processed by using a purchase order except for Expenditure Registration System (ERS) or Program Grant Authority (PGA) purchases and purchases that qualify for payment under exempt object codes. Refer to the Chart of Accounts for a listing of exempt object codes.

- Purchases equal to or less than $3,000 may be processed with a purchase order at the discretion of the agency.

- All orders from a price agreement must be processed with a PGQ or SC regardless of dollar value.

- A document number prefix of ***IAB*** must be used on purchase orders issued to state agencies, such as Missouri Vocational Enterprises. These purchase orders are to encumber the funds only. Interagency billings and receipts are done using Receivable (RE) and Cash Receipt (CR) documents.

Encumbering Funds

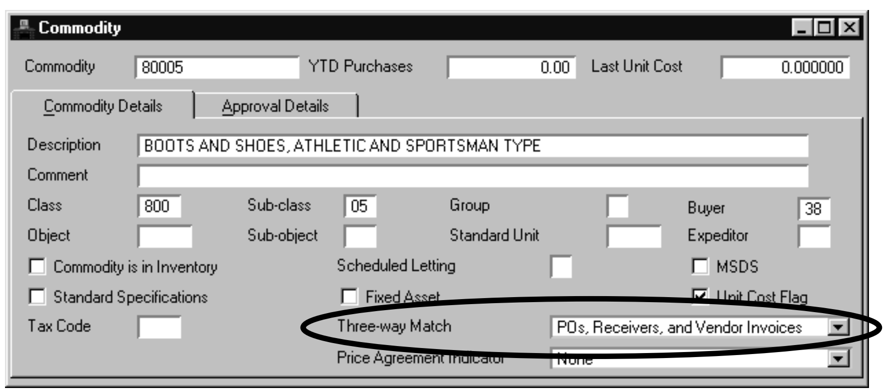
All SAM II purchase order documents encumber funds. When funds are encumbered, this is a formal commitment to make a purchase. These funds are reserved for use to pay the vendor for the goods and/or services received on the purchase order. The accounting entries for SAM II purchase orders are:

Dr	Encumbrance	
	Cr	Reserve for encumbrance

3-Way Match

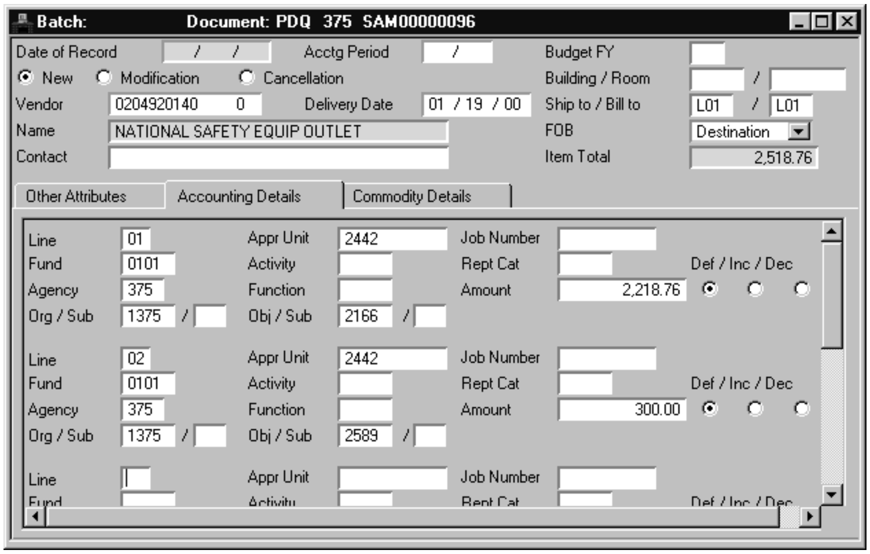
The SAM II 3-way Match concept is a mechanism used to ensure that payments for all commodities (with the exception of some leases) can only be made once the goods or services have been both received and invoiced. For commodities that have been ordered using a SAM II purchase order, a corresponding SAM II Receiver document (RC) and a corresponding SAM II Quick Vendor Invoice document (VIQ) must be entered and accepted in the system before a corresponding SAM II payment voucher document can be accepted. The 3-way Match requirements for each commodity are defined on the Commodity Table (COMT).

Commodity (COMT)

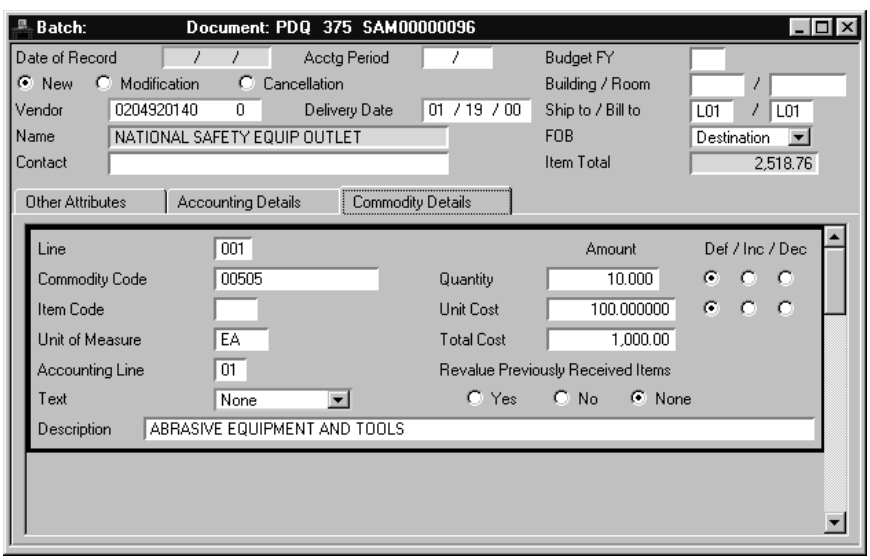


Accounting Lines and Commodity Lines

All SAM II purchase order documents have an *Accounting Details* view and a *Commodity Details* view.



The *Accounting Details* view contains accounting information. SAM II offers the ability to make purchases using several different budget lines (different objects, appropriations, etc.). Each line on the *Accounting Details* view represents one budget line.

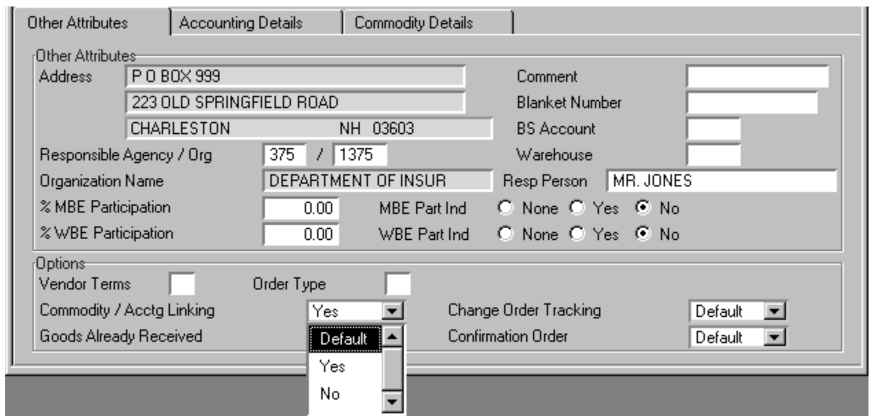


The *Commodity Details* view contains the commodity information from the purchase order. Users may order several different commodities on a single purchase order. Each commodity line represents a different commodity.

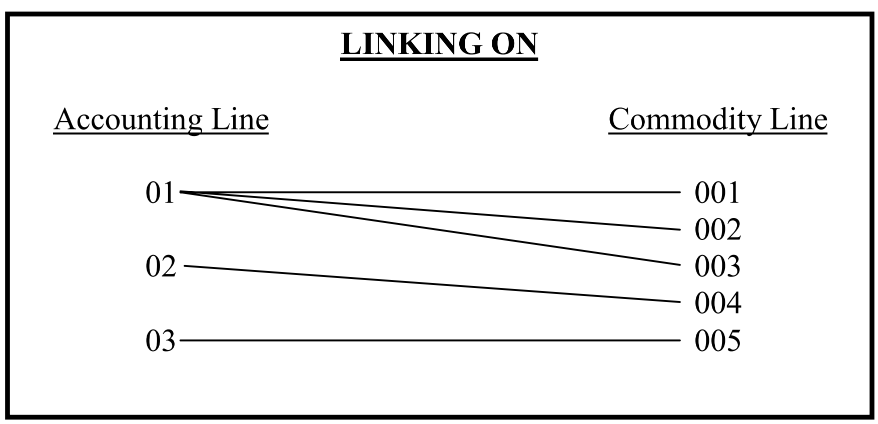
Linking

The concept of accounting lines and commodity lines allows users to pay for different commodity lines with different accounting lines, or split the cost of one commodity line over several different accounting lines (for example, the cost of a new office printer may be spread among three different organizations). These different options are accomplished using the concept of *linking*.

On the *Other Attributes* view of a purchase order document, there is a drop-down menu field called *Commodity / Acctg Linking*.

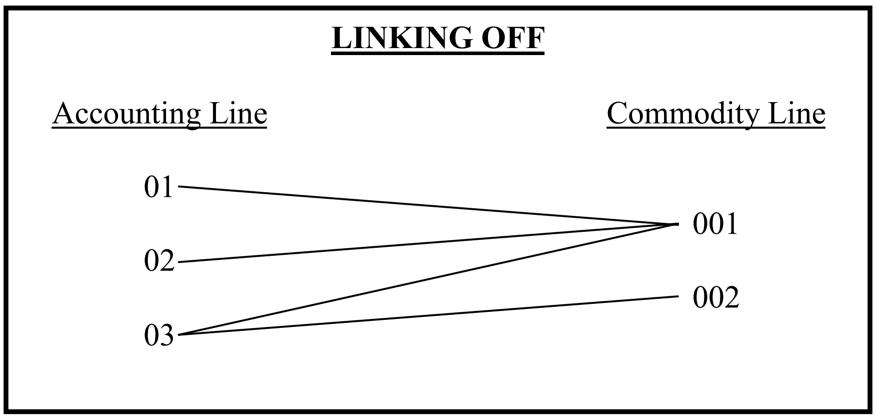


If the purchase order has a one-to-one or one-to-many relationship between accounting lines and commodity lines (see chart below), linking should be turned on (***Yes***). When linking is on, the budget corresponding to the entry in the *Accounting Line* field for each commodity line on the *Commodity Details* view will be charged. **With linking on, no entry needs to be made in the *Amount* fields on the *Accounting Details* view.**



Note: If linking is on and the *Accounting Line* field is left blank for a commodity line, it will default to a value of ***01***.

If the purchase order has many-to-one relationships between accounting lines and commodity lines (like our printer example—see chart below), linking should be turned off (***No***). When linking is off, no entry should be made in the *Accounting Line* field for each commodity line on the *Commodity Details* view. With linking off, users must manually enter the amount they wish to charge each budget line in the *Amount* fields on the *Accounting Details* view.



Linking must be turned on in order to generate an Automatic Payment Voucher (PVA).

Purchase orders issued under the authority of the Expenditure Registration System (ERS) or the Program Grant Authority (PGA) must be processed with linking turned off so that an Automatic Payment Voucher (PVA) will not be generated.

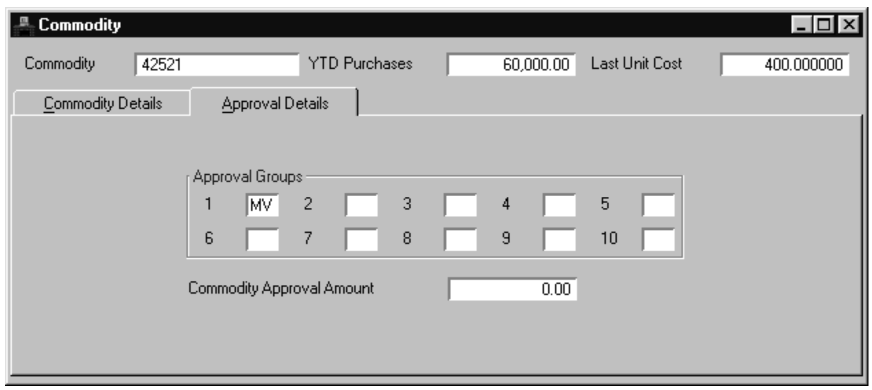
Note: The default value for the *Commodity / Acctg Linking* field is ***Yes***.

Resource Manager Approvals

Certain commodities require review and approval by a Resource Manager prior to the processing of a purchase order. For example, some types of furniture require approval from Missouri Vocational Enterprises before they can be purchased from an outside vendor. Resource Manager approval requirements can be found on the *Approval Details* view of the Commodity table (COMT). When a user enters a purchase order with a commodity code that requires Resource Manager approval, Workflow will be used to notify the applicable approval Resource Manager.

Although a purchase order requiring Resource Manager approval may show a status of Accepted (***ACCPT***), the purchase order will not print until it has been approved.

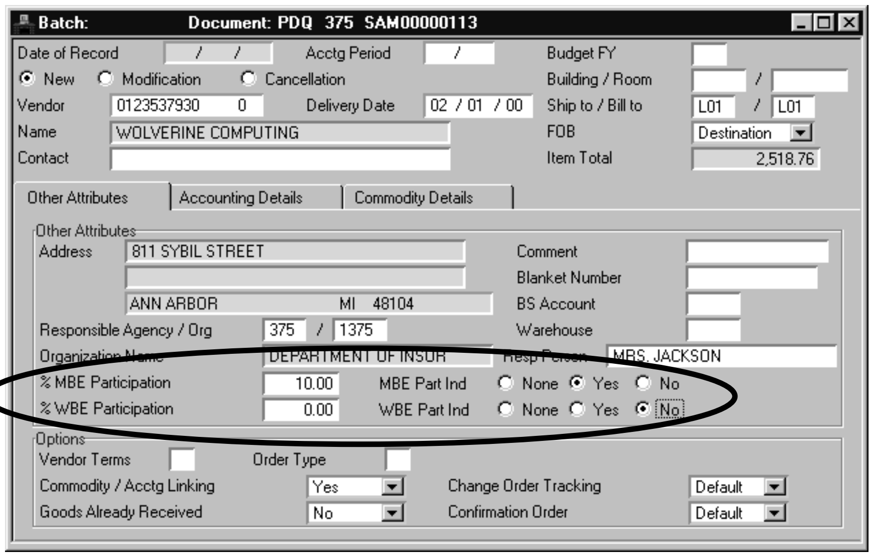
Commodity (COMT)



Note: The SCS and SC documents may not be used for purchasing any supplies that require the review and approval of a Resource Manager.

MBE/WBE Participation

SAM II tracks the use of certified Minority Business Enterprise (MBE) vendors and Woman-Owned Business Enterprise (WBE) vendors. Some vendors qualify as MBE's and/or WBE's, and are noted as such on their VEN4 records. If using a certified MBE or WBE vendor on a purchase order, no additional notation is needed to indicate this—SAM II will do the tracking based on the vendor code used on the purchase order. However, there may be some cases where, though the vendor code used on the purchase order is not a certified MBE or WBE, a certified MBE or WBE does participate in the order as a subcontractor. In these situations, the *% MBE/WBE Participation* and *MBE/WBE Part Ind* fields on the *Other Attributes* view of a purchase order should be used.



If the percentage of the MBE/WBE subcontracting participation is known, enter the percentage in the appropriate *% MBE/WBE Participation* field. If a value is entered in these fields, the *MBE/WBE Part Ind* will automatically default to the ***Yes*** radio button.

If the purchase involves participation by a certified MBE or WBE subcontractor but the percentage is not known, simply select the appropriate ***Yes*** radio button in the *MBE/WBE Part Ind* fields and leave the *% MBE/WBE Participation* fields blank.

Note: These fields are only available for entry on non-contract purchases (PDQ and SCS). Participation values for contract purchases are inferred from the contract terms.

Note: The *% MBE/WBE Participation* fields infer 2 decimal places. A value of 10% should be entered as ***10.00***, not ***10*** or ***.10***.

Edit: Additional Description

Every commodity line on a purchase order includes a *Description* field. This field will automatically be populated with the commodity code's description from the Commodity table (COMT). Under no circumstances should this description be changed from the COMT description.

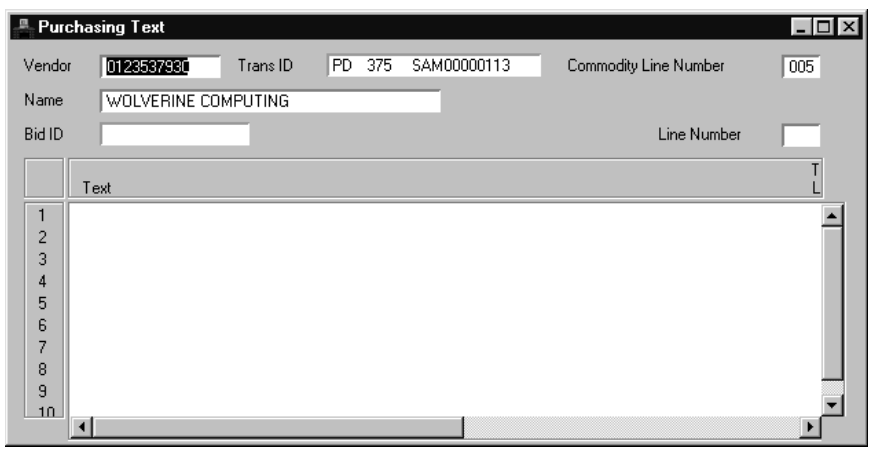
When using 5-digit commodity codes, the inferred commodity description may be very broad. SAM II offers the ability to include an additional, more detailed commodity description using the Purchasing Text table (PTEX). Any text entered on PTEX will print on the purchase with the associated commodity line. PTEX should be used to include any specifications and requirements the vendor will need when filling the order that are not apparent from the inferred commodity description.

To add an additional description to a commodity line, follow the steps below:

Step 1. Select ***Custom*** from the drop-down menu in the *Text* field on the commodity line.

Step 2. Select **Edit: Additional Description** from the pull-down menus.

The Purchasing Text table (PTEX) will appear with your document number and commodity line displayed.

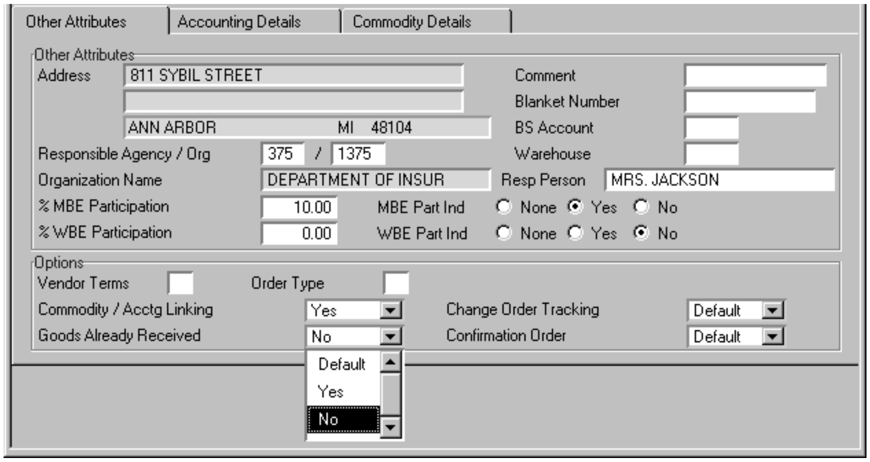


Step 3. Enter any text you wish to associate with the commodity line in the lines provided.

Step 4. Select **Modify: Add** from the pull-down menus at the top of the screen.

Step 5. Close the PTEX window to return to your document.

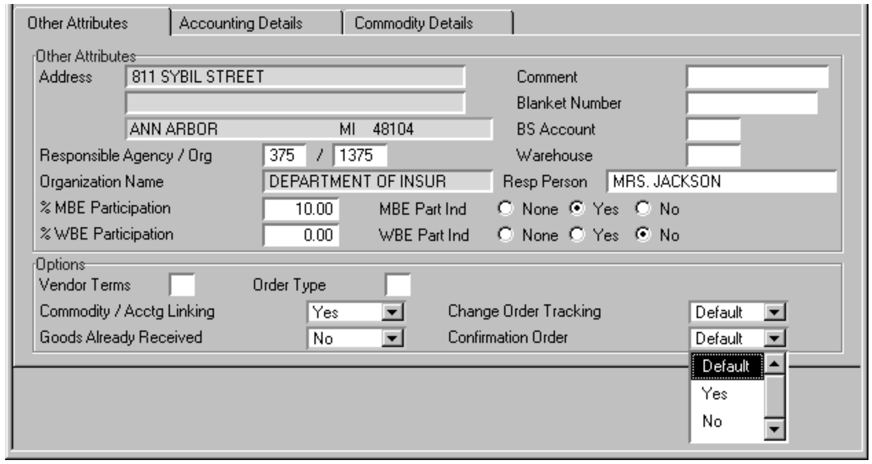
Goods Already Received



The SAM II purchase orders offer a *Goods Already Received* option. **This option is appropriate for use only in some unique situations**. As a rule, issuing a purchase order after goods have been received is not acceptable procurement practice. If using this option, justification must be made by entering text on the Note Pad Text table (NOTE). If you are unsure whether or not a particular situation is appropriate to use the *Goods Already Received* option, contact OA/DPMM. OA/DPMM will perform audits on use of the *Goods Already Received* option.

Note: The *Goods Already Received* option is available on PGQ and SC documents using the *Receipt Indicator* field.

Confirming Orders



SAM II purchase orders also offer the ability to print confirming orders. Confirming orders are only appropriate when the order has been telephoned to the vendor in an attempt to speed up the process and a hard copy is sent as a confirmation. Use of the *Confirmation Order* field assures that there is no confusion when the order is received by the vendor that could result in a duplicate shipment. This field should <u>not</u> be used to issue a purchase order after the goods have already been received. When confirming orders are printed, text will appear on the purchase order stating that the hard copy is a confirming order, and should not be duplicated.

SAM II Purchase Order Types

SAM II provides several documents to record various types of purchase order transactions. Following is a brief summary of the various SAM II purchase order documents covered in this class:

- **Quick Decentralized Purchase Order (PDQ)**: PDQ documents are used for the purchase of goods or services, based on quantities, units of measure, and unit costs, that are *not* available under a price agreement (contract).
- **Simplified Service Contract (SCS)**: SCS documents are used for the purchase of goods or services that are based on a lump sum amount or a guaranteed-not-to-exceed price and are *not* available under a price agreement (contract). SCS documents do not include quantities, units of measure, or unit costs.
- **Quick Price Agreement (PGQ)**: PGQ documents are used for the purchase of goods or services, based on quantities, units of measure, and unit costs, that *are* available under a price agreement (contract).
- **Service Contract (SC)**: SC documents are used for the purchase of services or goods that are based on a lump sum amount or a guaranteed-not-to-exceed price and *are* available under a price agreement (contract). SC documents do not include quantities, units of measure, or unit costs.

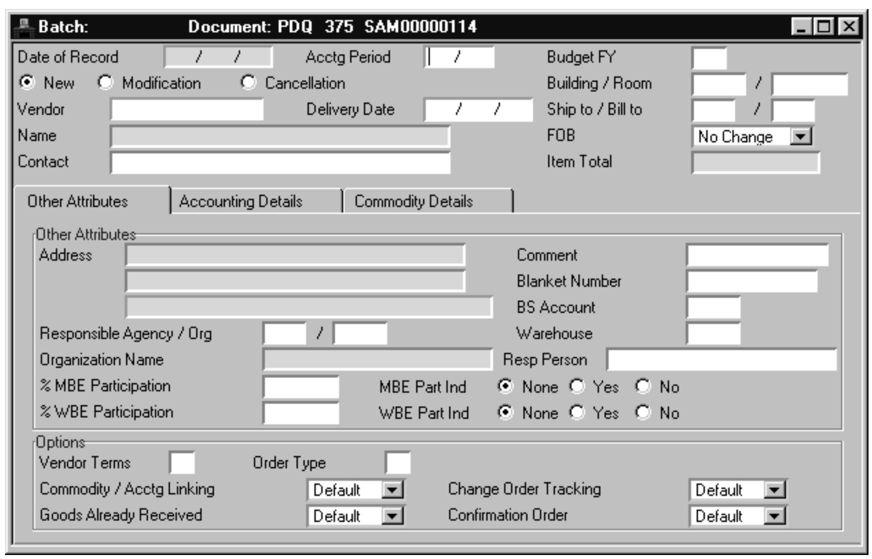
The table below displays the different purchase order documents and when they are used.

	Non-Contract	**Contract**
Quantity/Unit Cost	PDQ	PGQ
Lump Sum Amount	SCS	SC

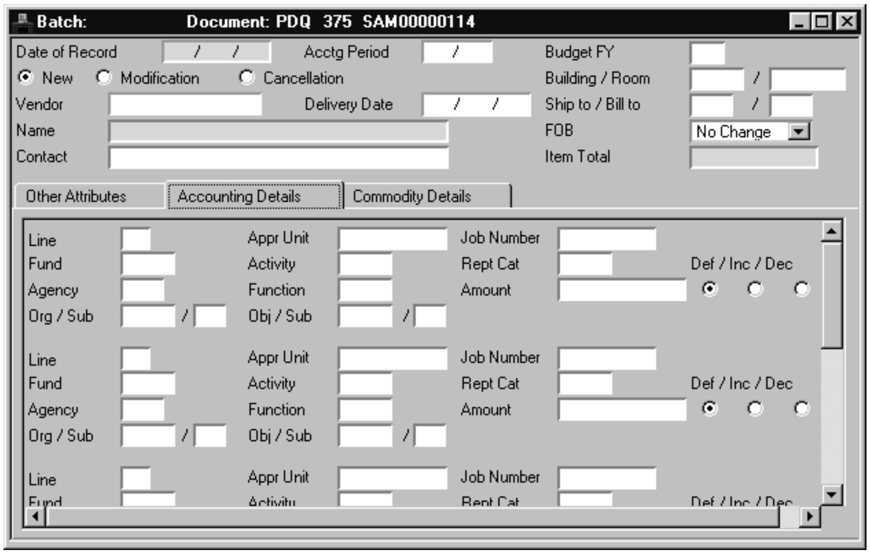
Quick Decentralized Purchase Order (PDQ)

- Used to procure non-contract goods and/or services from a vendor that involve fixed unit prices, units of measure, and quantities
- Processed directly by Chapter 34 RSMo agencies for purchases less than $25,000
- Agencies exempt from Chapter 34 RSMo may also use for internal purchases regardless of value
- Primarily used for one-time purchases
- Represents a formal commitment to purchase specific supplies
- Recorded as an encumbrance of funds
- A warehouse may be coded for use in conjunction with the SAM II Inventory Control subsystem

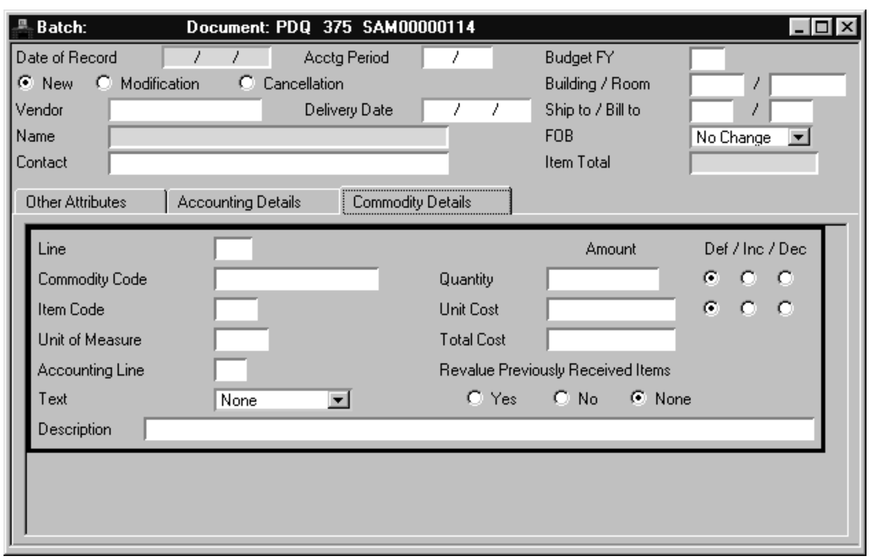
Header and Other Attributes



Accounting Details



Commodity Details



Exercise 1: Quick Decentralized Purchase Order (PDQ)

To enter a PDQ, you need to enter general information in the *Header* and *Other Attributes* view, accounting information on the *Accounting Details* view, and commodity information on the *Commodity Details* view.

<u>*Scenario*</u>

You need to procure some office supplies for your agency that are not on a contract. You will be using 2 different object codes, and therefore 2 different accounting lines. You will not be splitting the cost of any single commodity line over more than one accounting line, so linking should be on.

Step 1. From the ***Purchase Order Processing*** Business Area, open the **Decentralized Purchase Order** Business Function.

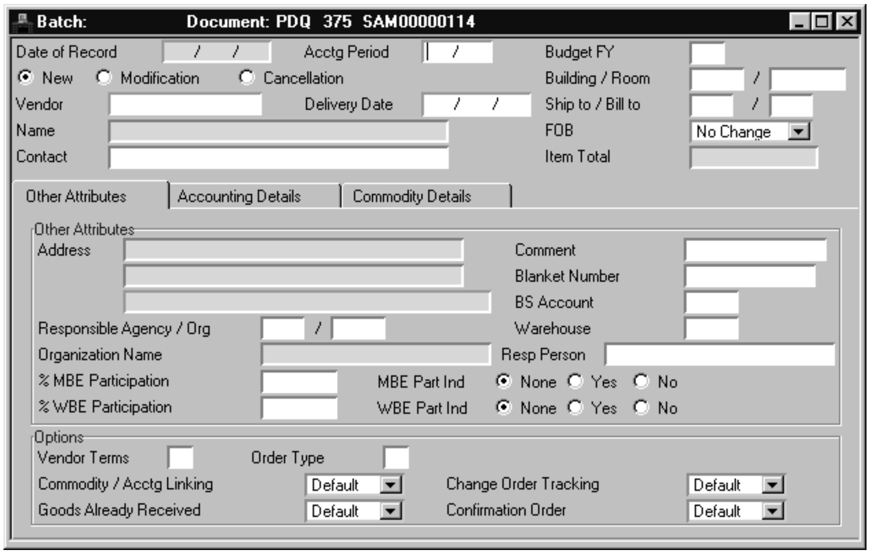
Step 2. Click on the ***PDQ*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with the ***Quick Decentralized Purchase Order*** automatically selected in the *Document Type* field.

Step 3. Enter ***1375*** in the *Organization* field.

Step 4. Enter ***375*** (the agency) in the first section of the *Document ID* field and the prefix ***SAM*** in the second section.

Step 5. Select ***Automatic Document Numbering***. The system will automatically assign your document a unique number.

Step 6. Select **OK**. The PDQ window appears.



Step 7. Enter the following information in the Header and *Other Attributes* view of your blank PDQ document:

Vendor: ***0430853900 0***
Delivery Date: ***Provided by Instructor***
Ship To: ***L01***
Bill To: ***L01***
FOB: ***Destination***
Responsible Agency / Org: (Agency Defaults) / ***1375***
Resp Person: ***Enter your name***

Step 8. Click on the **Accounting Details** tab. The *Accounting Details* view appears. Enter the following information:

Line: ***01***
Fund: ***0101***
Agency: ***375***
Org/Sub: ***1375***
Appr Unit: ***2442***
Obj/Sub: ***2166***

Step 9. Tab down to the next accounting line and enter the accounting information for the second object code:

Line: ***02***
Fund: ***0101***
Agency: ***375***
Org/Sub: ***1375***
Appr Unit: ***2442***
Obj/Sub: ***2589***

Commodity Lines 001 and 002

Step 10. Click on the **Commodity Details** tab. The *Commodity Details* view appears. Enter the following information:

Line: ***001***
Commodity Code: Use the **Find Code** feature to find the commodity code for ***File Folders, Hanging Type; and Accessories*** (Hint: use the **CODX** button).
Unit of Measure: ***BOX***
Quantity: ***10***
Unit Cost: ***10.24***

Step 11. Press the **Enter** key to insert a new line. Enter the following information in the new line:

Line: ***002***
Commodity Code: Use the **Find Code** feature to find the commodity code for ***Pens, Fountain*** (Hint: use the **CODX** button).
Unit of Measure: ***BOX***
Quantity: ***20***
Unit Cost: ***2.89***

Step 12. Select ***Custom*** from the drop-down menu in the *Text* field.

Step 13. Select **Edit: Additional Description** from the pull-down menus to access the Purchasing Text table (PTEX).

Step 14. Enter the following in Line 1 of the *Text* field:

Bic Round Stic Medium Point Black

Step 15. Select **Modify: Add** from the pull-down menus.

You receive the message “ALL LINES ADDED.”

Step 16. Click on the **[X]** in the upper right corner of the PTEX window to return to your PDQ.

Commodity Line 003

Step 17. Press the **Enter** key to insert a new line. Enter the following information in the new line:

Line: ***003***
Commodity Code: Use the **Find Code** feature to find the commodity code for ***Pencils, Lead; Pencil Leads; Pencil Lengtheners; Etc.*** (Hint: use the **CODX** button).
Unit of Measure: ***BOX***
Quantity: ***20***
Unit Cost: ***1.48***

Step 18. Select ***Custom*** from the drop-down menu in the *Text* field.

Step 19. Select **Edit: Additional Description** from the pull-down menus to access the Purchasing Text table (PTEX).

Step 20. Enter the following in Line 1 of the *Text* field:

Ticonderoga #2.

Step 21. Select **Modify: Add** from the pull-down menus.

You receive the message "ALL LINES ADDED."

Step 22. Click on the **[X]** in the upper right corner of the PTEX window to return to your PDQ.

Commodity Line 004

Step 23. Press the **Enter** key to insert a new line. Enter the following information in the new line:

Line: ***004***
Commodity Code: Use the **Find Code** feature to find the commodity code for ***Stapling Machines, Electric; and Parts*** (Hint: use the **CODX** button).
Unit of Measure: ***EA***
Accounting Line: ***02***
Quantity: ***3***
Unit Cost: ***37.99***

Step 24. Select ***Custom*** from the drop-down menu in the *Text* field.

Step 25. Select **Edit: Additional Description** from the pull-down menus to access the Purchasing Text table (PTEX).

Step 26. Enter the following in Line 1 of the *Text* field:

Swingline Model 3880.

Step 27. Select **Modify: Add** from the pull-down menus.

You receive the message "ALL LINES ADDED."

Step 28. Click on the **[X]** in the upper right corner of the PTEX window to return to your PDQ.

Commodity Line 005

Step 29. Press the **Enter** key to insert a new line. Enter the following information in the new line:

Line: ***005***
Commodity Code: Use the **Find Code** feature to find the commodity code for ***Wall Clocks, Battery*** (Hint: use the **CODX** button).
Unit of Measure: ***EA***
Accounting Line: ***02***
Quantity: ***5***
Unit Cost: ***9.99***

Step 30. Select ***Custom*** from the drop-down menu in the *Text* field.

Step 31. Select **Edit: Additional Description** from the pull-down menus to access the Purchasing Text table (PTEX).

Step 32. Enter the following in Line 1 of the *Text* field:

Quartz Black and White Model 420.

Step 33. Select **Modify: Add** from the pull-down menus.

You receive the message "ALL LINES ADDED."

Step 34. Click on the **[X]** in the upper right corner of the PTEX window to return to your PDQ.

Editing and Error Message Correction

Step 1. Edit the document by selecting **Process: Edit**.

Step 2. Using what you know about error message prefixes and suffixes, take the steps necessary to correct any hard errors you receive. Refer to the Error Message Correction appendix at the back of this manual for information on correcting error messages.

Step 3. After correcting all the necessary errors in your document, edit your document again by selecting **Process: Edit**.

If the document is error-free, you will receive the message "READY FOR APPROVAL 1."

Approving and Running Documents

No updates will be made to the system until the document has been accepted into SAM II (i.e., the document status = ***ACCPT***). Most documents in SAM II require at least one level of approval before the document can be accepted. Note that your PDQ document now has a status of ***PEND1***, meaning the document is ready for the first level of approval.

Approve your PDQ

Step 1. To approve your PDQ, select **Process: Approve**.

Note that the status of the document changed to ***SCHED*** (scheduled). If the document is left in this status, it will be processed and accepted overnight.

Run your PDQ

Step 2. To run your PDQ, select **Process: Run**.

Note that the status of the document changed to ***ACCPT*** (accepted). **A status of *ACCPT* indicates that the database has been updated**.

IMPORTANT: YOU WILL NOT BE ABLE TO APPROVE AND RUN YOUR OWN DOCUMENTS IN THE PRODUCTION ENVIRONMENT. THIS CAPABILITY IS AVAILABLE IN THE TRAINING CLASSES ONLY. IN PRODUCTION, APPROVALS AND FINAL PROCESSING MUST BE DONE BY A PERSON OTHER THAN THE ONE DOING THE DATA ENTRY.

Simplified Service Contract (SCS)

- Used to procure non-contract goods and/or services from a vendor that involve a lump sum or guaranteed-not-to-exceed dollar amount (not based on quantities, units of measure, or unit costs)

- Processed directly by Chapter 34 RSMo agencies for purchases less than $25,000

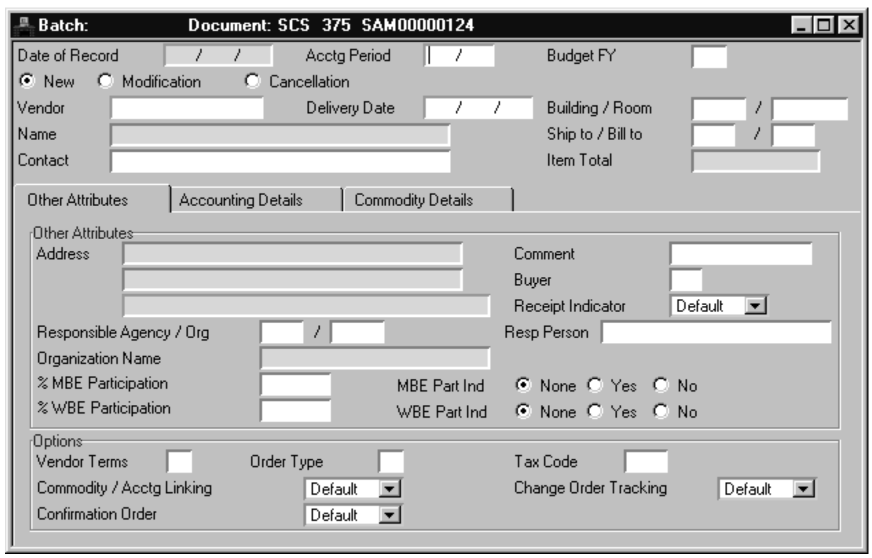
- Agencies exempt from Chapter 34 RSMo may also use for internal purchases regardless of value

- Primarily used for one-time purchases

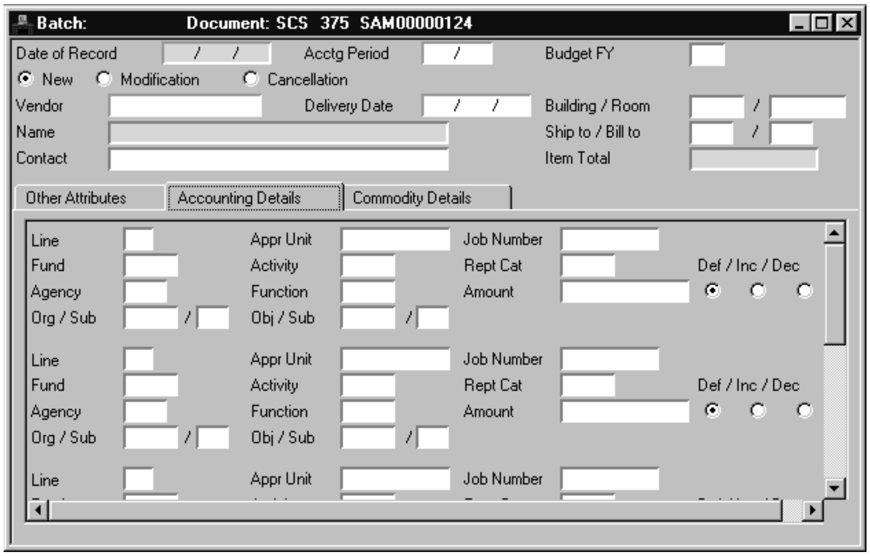
- Represents a formal commitment to purchase specific supplies

- Recorded as an encumbrance of funds

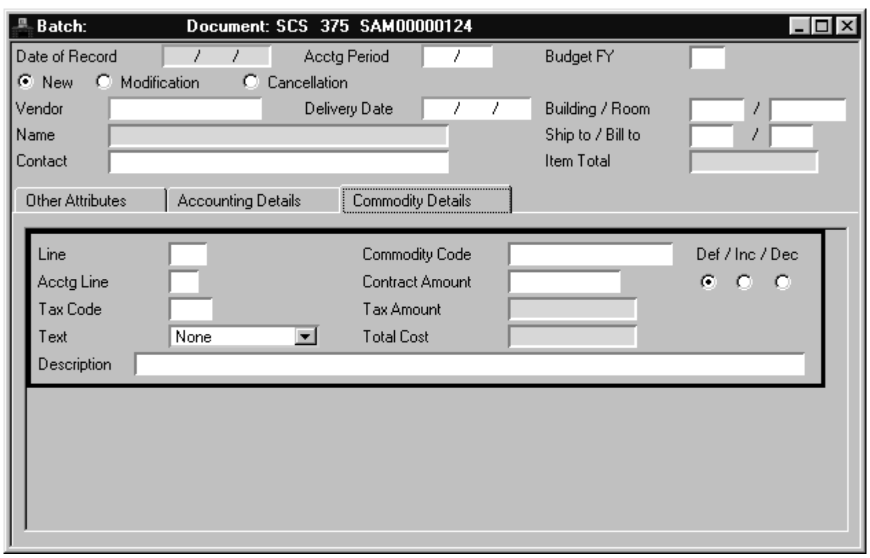
Header and Other Attributes



Accounting Details



Commodity Details



Exercise 2: Simplified Service Contract

To enter an SCS, you need to enter general information in the *Header* and *Other Attributes* view, accounting information on the *Accounting Details* view, and commodity information on the *Commodity Details* view.

<u>*Scenario*</u>

Several staff members from your agency need to register for a procurement seminar. The total dollar amount of the registration fees is $3500.00. Since the staff members are from three different organizations within the agency, the cost of the registration fees must be split over three different accounting lines. Linking must be turned off.

Step 1. From the ***Purchase Order Processing*** Business Area, open the **Service Order** Business Function.

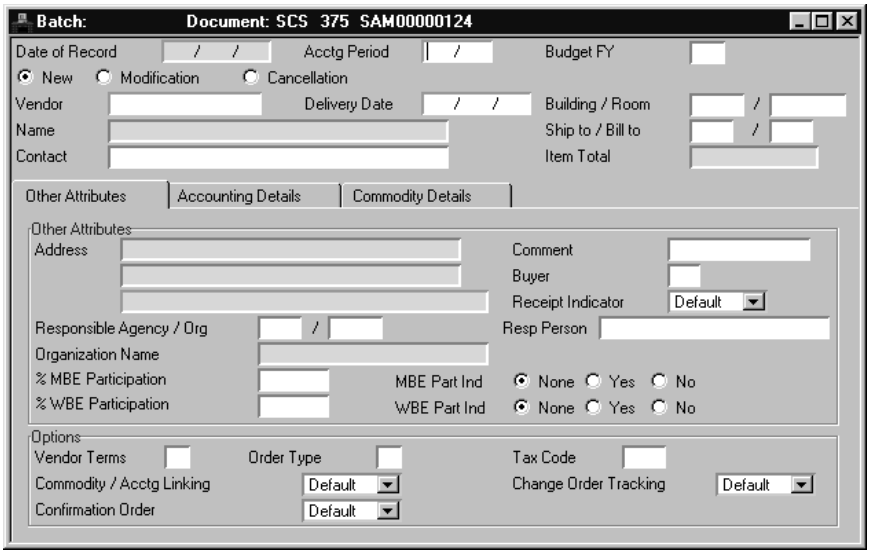
Step 2. Click on the ***SCS*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with the ***Simplified Service Contract*** automatically selected in the *Document Type* field.

Step 3. Enter ***1375*** in the *Organization* field.

Step 4. Enter ***375*** (the agency) in the first section of the *Document ID* field and the prefix ***SAM*** in the second section.

Step 5. Select ***Automatic Document Numbering***. The system will automatically assign your document a unique number.

Step 6. Select **OK**. The SCS window appears.



Step 7. Enter the following information in the Header and *Other Attributes* view of your blank SCS document:

Vendor: ***1610010040 0***
Delivery Date: ***Provided by Instructor***
Bill To: ***L01***
Responsible Agency / Org: (Agency Defaults) / ***1375***
Resp Person: ***Enter your name***

Step 8. Select ***No*** in the *Commodity / Acctg Linking* drop-down menu.

Step 9. Click on the **Accounting Details** tab. The *Accounting Details* view appears. Enter the following information:

Line: ***01***
Fund: ***0101***
Agency: ***375***
Org/Sub: ***1375***
Appr Unit: ***2442***
Obj/Sub: ***2283***
Amount: ***1000.00***

Step 10. Tab down to the next accounting line and enter the accounting information for the second object code:

Line: ***02***
Fund: ***0101***
Agency: ***375***
Org/Sub: ***3100***
Appr Unit: ***2442***
Obj/Sub: ***2283***
Amount: ***1500.00***

Step 11. Tab down to the next accounting line and enter the accounting information for the second object code:

Line: ***03***
Fund: ***0101***
Agency: ***375***
Org/Sub: ***3220***
Appr Unit: ***2442***
Obj/Sub: ***2283***
Amount: ***1000.00***

Step 12. Click on the **Commodity Details** tab. The *Commodity Details* view appears. Enter the following information:

Line: ***001***
Commodity Code: Use the **Find Code** feature to find the commodity code for ***Registration Fees*** (Hint: use the **CODX** button).
Contract Amount: ***3500.00***

Step 13. Select ***Custom*** from the drop-down menu in the *Text* field.

Step 14. Select **Edit: Additional Description** from the pull-down menus to access the Purchasing Text table (PTEX).

Step 15. Enter the following in Line 1 of the *Text* field:

Registration for Procurement 101.

Step 16. Select **Modify: Add** from the pull-down menus.

You receive the message "ALL LINES ADDED."

Step 17. Click on the **[X]** in the upper right corner of the PTEX window to return to your SCS.

Editing and Error Message Correction

Step 1. Edit the document by selecting **Process: Edit**.

Step 2. Using what you know about error message prefixes and suffixes, take the steps necessary to correct any hard errors you receive. Refer to the Error Message Correction appendix at the back of this manual for information on correcting error messages.

Step 3. After correcting all the necessary errors in your document, edit your document again by selecting **Process: Edit**.

If the document is error-free, you will receive the message "READY FOR APPROVAL 1."

Approving and Running Documents

No updates will be made to the system until the document has been accepted into SAM II (i.e., the document status = ***ACCPT***). Most documents in SAM II require at least one level of approval before the document can be accepted. Note that your SCS document now has a status of ***PEND1***, meaning the document is ready for the first level of approval.

Approve your SCS

Step 1. To approve your SCS, select **Process: Approve**.

Note that the status of the document changed to ***SCHED*** (scheduled). If the document is left in this status, it will be processed and accepted overnight.

Run your SCS

Step 2. To run your SCS, select **Process: Run**.

Note that the status of the document changed to ***ACCPT*** (accepted). **A status of *ACCPT* indicates that the database has been updated**.

IMPORTANT: YOU WILL NOT BE ABLE TO APPROVE AND RUN YOUR OWN DOCUMENTS IN THE PRODUCTION ENVIRONMENT. THIS CAPABILITY IS AVAILABLE IN THE TRAINING CLASSES ONLY. IN PRODUCTION, APPROVALS AND FINAL PROCESSING MUST BE DONE BY A PERSON OTHER THAN THE ONE DOING THE DATA ENTRY.

Price Agreements and Service Contracts

A price agreement represents a contractual arrangement with a vendor (or vendors) to provide goods and/or services at a fixed price for a specified period of time. When ordering off of price agreements, either a Quick Price Agreement (PGQ) or a Service Contract (SC) must be used.

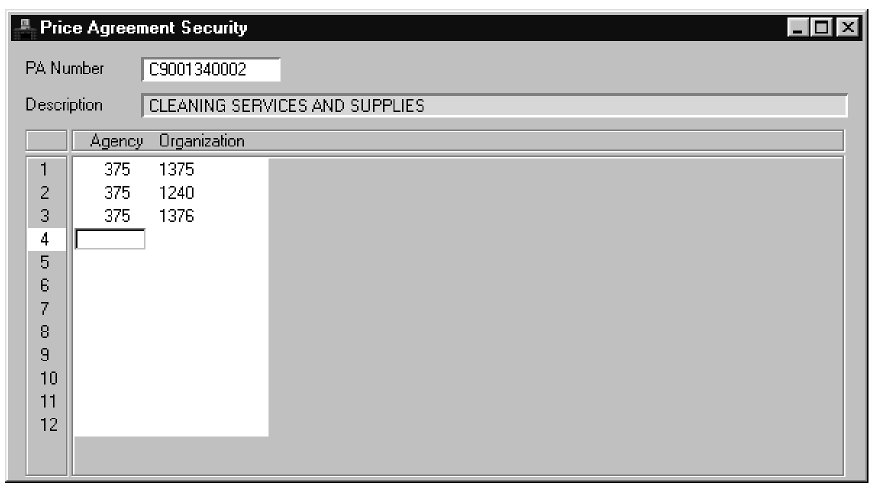
Price Agreement Inquiry Tables

There are three main price agreement inquiry tables you should be aware of when processing PGQ and SC documents:

- Price Agreement Security (PASC)
- Price Agreement Summary (PASM)
- Price Agreement Vendor/Commodity (PAVC)

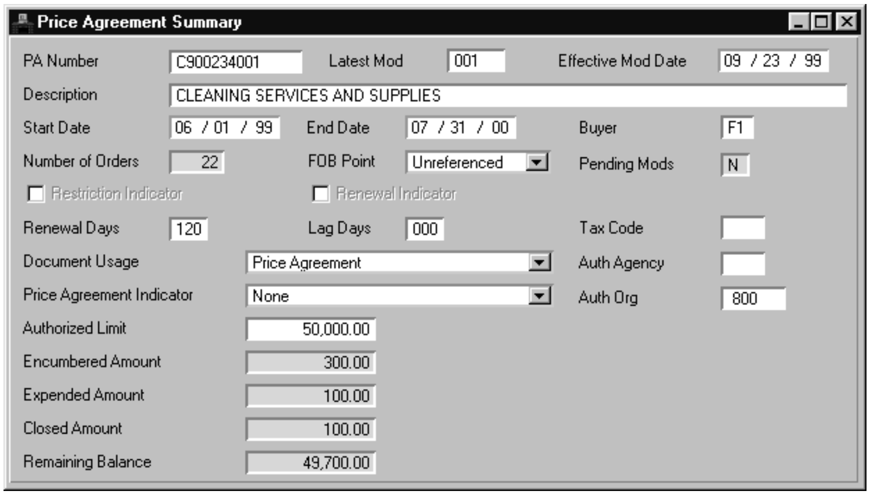
Information can be accessed on these tables by entering a price agreement number in the appropriate field and using the options available under the **Display** menu (**Browse Data**, **More Data**, etc.).

Price Agreement Security (PASC)



Price Agreement Security (PASC) controls the use of specific price agreements. Price agreement order documents (PGQ, SC) reference PASC to determine whether or not the agency/organization combination processing the PGQ or SC is authorized to use the price agreement. If a contract does not have an entry on PASC, it is a statewide contract (i.e., any agency/organization combination can use the contract).

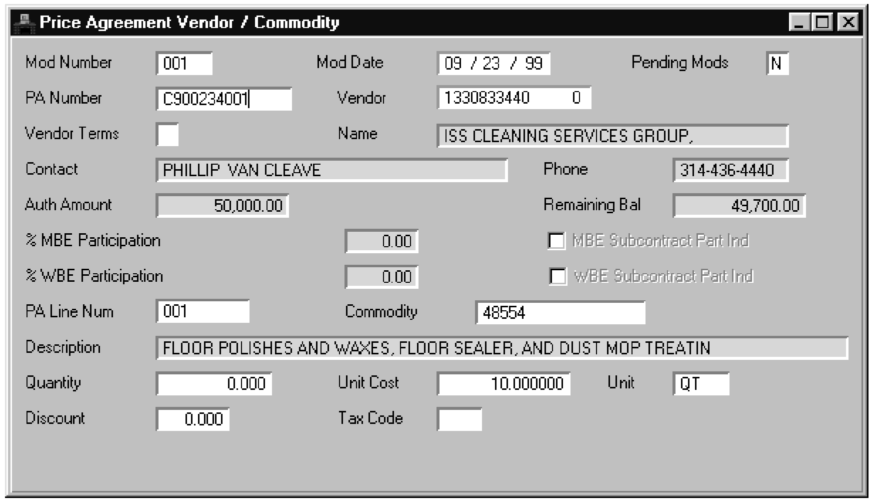
Price Agreement Summary (PASM)



Price Agreement Summary (PASM) is used to store general information about price agreements. All PGQ and SC documents reference this table to determine the validity of a price agreement. In addition, whenever a PGQ or SC document is processed, a counter is updated signifying the number of order documents written against the agreement. Finally, when a PGQ or SC document is processed, the amount of the transaction is subtracted from the remaining balance of the contract.

The *Document Usage* field on PASM indicates which type of purchase order documents can be processed for the price agreement: Price Agreement Orders (PGQ), Service Contracts (SC), or both.

Price Agreement Vendor/Commodity (PAVC)



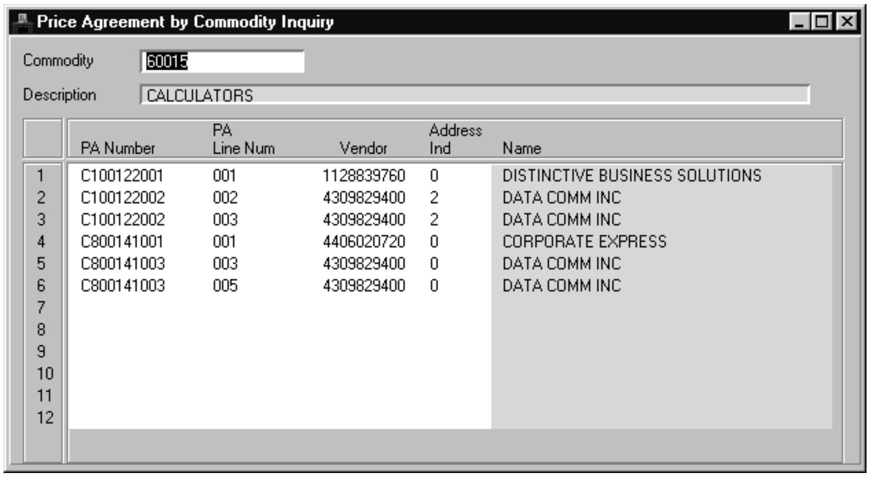
Price Agreement Vendor/Commodity (PAVC) provides specific information about authorized vendors and commodities, including prices, associated with a particular price agreement. All PGQ and SC documents reference this table to determine the validity of a vendor/commodity combination.

PAVC also stores the price agreement line numbers (the *PA Line Num* field). This line number will be entered on the PGQ or SC document instead of a commodity code. The commodity code will be inferred based on the line number and the PAVC record.

Additional Price Agreement Tables

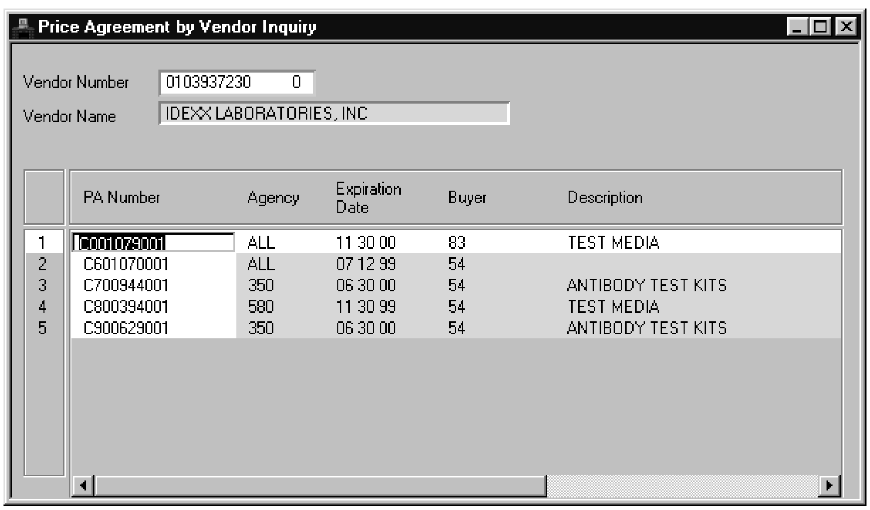
In addition to the above tables keyed by price agreement number, the following two tables may be useful in searching for price agreements when the contract number is not known.

Price Agreement by Commodity Inquiry (PABC)



Price Agreement by Commodity Inquiry (PABC) displays price agreements by commodity code. PABC is an excellent tool when looking up price agreements. Enter a commodity code in the *Commodity* field and use the **Display** menu options to search for price agreements that supply the commodity.

Price Agreement by Vendor Inquiry (PAVI)



Price Agreement by Vendor Inquiry (PAVI) displays price agreements by vendor number. PAVI is an excellent tool when looking up price agreements. Enter a vendor code in the *Vendor Number* field and use the **Display** menu options to search for price agreements offered by that vendor.

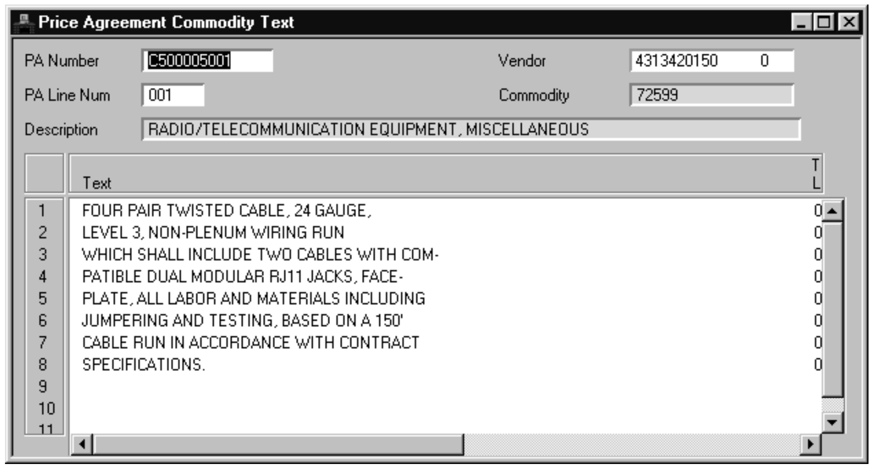
Note: Information about statewide price agreements can also be found on the State of Missouri web-site at http://www.oa.state.mo.us/purch/contracts/index.htm.

Price Agreement Text Tables

SAM II has two price agreement text tables used to associate text with price agreements, similar to the Purchasing Text table (PTEX).

- Price Agreement Commodity Text (PCTX)
- Price Agreement Text (PATX)

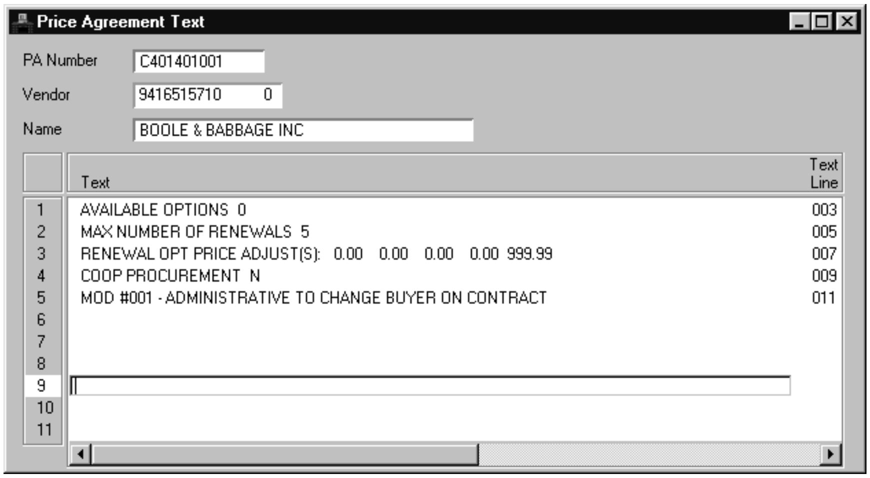
Price Agreement Commodity Text (PCTX)



Price Agreement Commodity Text (PCTX) stores text associated with a particular commodity line on a price agreement. Text on PCTX can be inferred on a purchase order document (PGQ or SC) instead of using PTEX.

Price agreement order documents (PGQ and SC) have an additional option in the *Text* field on the *Commodity Details* view that is not available for non-contract orders (PDQ and SCS). Selecting ***Commodity*** in the *Text* field will infer the text stored on PCTX for the price agreement commodity line. This text will print on the purchase order.

Price Agreement Text (PATX)

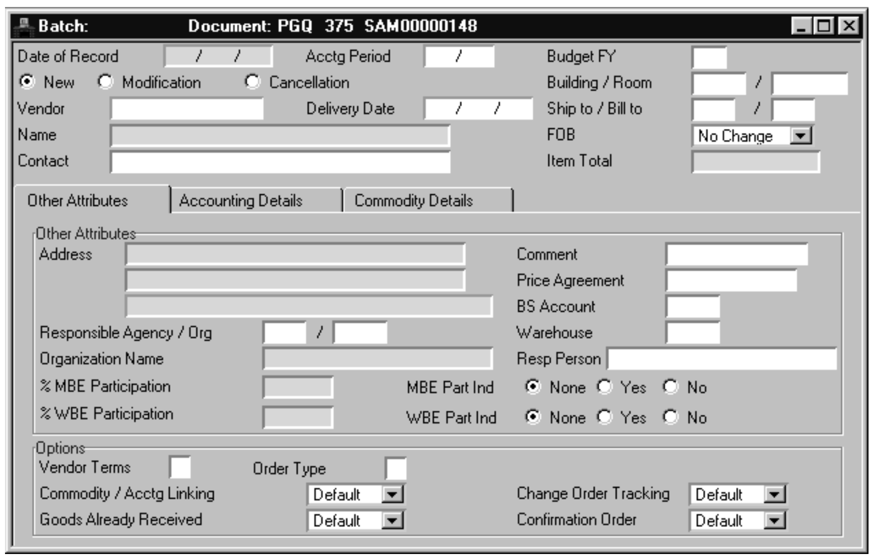


Price Agreement Text (PATX) stores text that applies to an entire price agreement, such as renewal options and modification information. This text is for informational purposes, and cannot be inferred onto a printed purchase order.

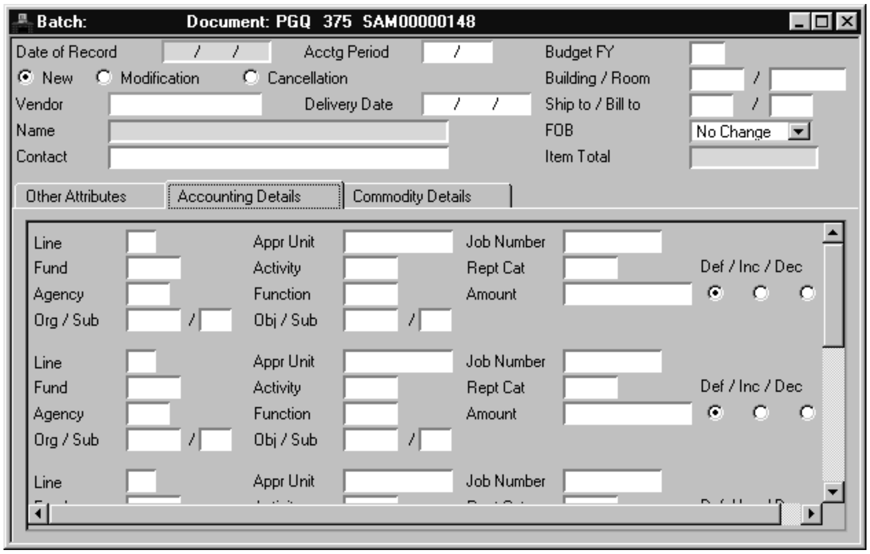
Quick Price Agreement Order (PGQ)

- Used to procure goods and/or services that are under contract from a vendor that involve fixed unit prices, units of measure, and quantities
- Represents a formal commitment to purchase specific supplies
- Recorded as an encumbrance of funds
- A warehouse may be coded for use in conjunction with the SAM II Inventory Control subsystem

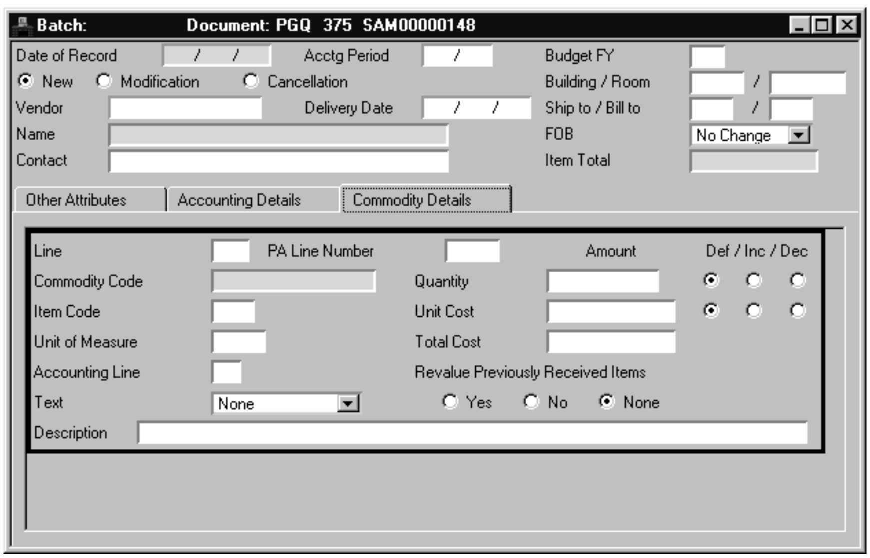
Header and Other Attributes



Accounting Details



Commodity Details



Exercise 3: Quick Price Agreement Order (PGQ)

To enter a PGQ, you need to enter general information in the *Header* and *Other Attributes* view, accounting information on the *Accounting Details* view, and commodity information on the *Commodity Details* view.

<u>*Scenario*</u>

You need to order cleaning supplies and services for your agency under an established price agreement. The price agreement you'll be using offers cleaning supplies on line 001 of the agreement and services on line 002 of the agreement. The price agreement number is 24023284.

Step 1. From the ***Price Agreement Order Processing*** Business Area, open the **Price Agreement Order** Business Function.

The Price Agreement Summary table (PASM) opens automatically.

Step 2. Enter ***24023284*** in the *PA Number* field.

Step 3. Select **Display: Browse Data**.

The PASM record for the price agreement is displayed.

Step 4. Click on the **PAVC** button at the bottom of the Business Function window to access the Price Agreement Vendor/Commodity table record.

Note that on line 001 of this price agreement, you may purchase floor polishes and waxes for $10.00/quart.

Step 5. Select **Display: More Data** to view line 002 of the price agreement.

Note that on line 002 of this price agreement, you may purchase cleaning services. Any dollar amount may be specified.

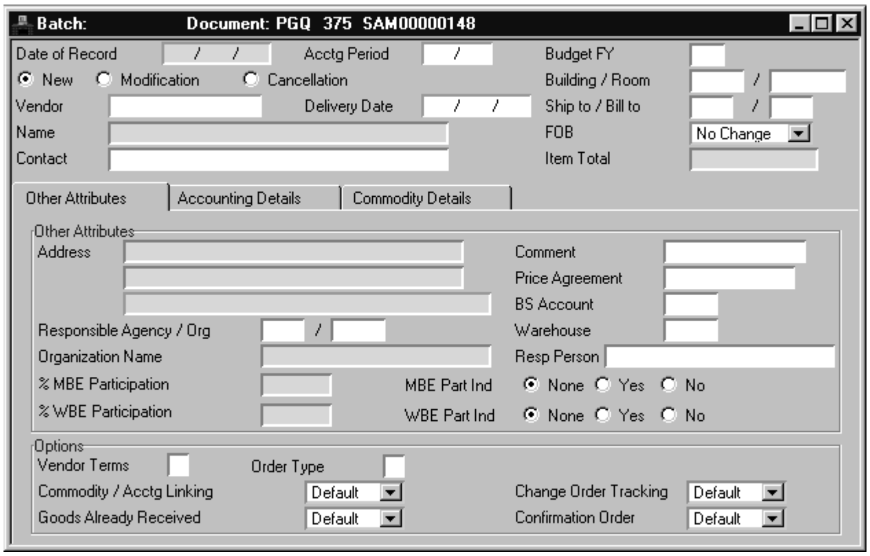
Step 6. Click on the ***PGQ*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with the ***Quick Price Agreement*** automatically selected in the *Document Type* field.

Step 7. Enter ***1375*** in the *Organization* field.

Step 8. Enter ***375*** (the agency) in the first section of the *Document ID* field and the prefix ***SAM*** in the second section.

Step 9. Select ***Automatic Document Numbering***. The system will automatically assign your document a unique number.

Step 10. Select **OK**. The PGQ window appears.



Step 11. Enter the following information in the Header and *Other Attributes* view of your blank SCS document:

Vendor: ***1330833440 0***
Delivery Date: ***Provided by Instructor***
Ship To: ***L01***
Bill To: ***L01***
Responsible Agency / Org: (Agency Defaults) / ***1375***
Price Agreement: ***24023284***
Resp Person: ***Enter your name***

Step 12. Click on the **Accounting Details** tab. The *Accounting Details* view appears. Enter the following information:

Line: ***01***
Fund: ***0101***
Agency: ***375***
Org/Sub: ***1375***
Appr Unit: ***2442***
Obj/Sub: ***2166***

Step 13. Click on the **Commodity Details** tab. The *Commodity Details* view appears. Enter the following information:

Line: ***001***
PA Line Number: ***001***
Quantity: ***25***

Step 14. Select ***Custom*** from the drop-down menu in the *Text* field.

Step 15. Select **Edit: Additional Description** from the pull-down menus to access the Purchasing Text table (PTEX).

Step 16. Enter the following in Line 1 of the *Text* field:

Pinesol Mop Solution.

Step 17. Select **Modify: Add** from the pull-down menus.

You receive the message "ALL LINES ADDED."

Step 18. Click on the **[X]** in the upper right corner of the PTEX window to return to your PGQ.

Step 19. Press the **Enter** key to insert a new line. Enter the following information in the new line:

Line: ***002***
PA Line Number: ***002***
Unit of Measure: ***TOTL***
Quantity: ***1***
Unit Cost: ***450.00***

Editing and Error Message Correction

Step 1. Edit the document by selecting **Process: Edit**.

Step 2. Using what you know about error message prefixes and suffixes, take the steps necessary to correct any hard errors you receive. Refer to the Error Message Correction appendix at the back of this manual for information on correcting error messages.

Step 3. After correcting all the necessary errors in your document, edit your document again by selecting **Process: Edit**.

If the document is error-free, you will receive the message "READY FOR APPROVAL 1."

Approving and Running Documents

No updates will be made to the system until the document has been accepted into SAM II (i.e., the document status = ***ACCPT***). Most documents in SAM II require at least one level of approval before the document can be accepted. Note that your PGQ document now has a status of ***PEND1***, meaning the document is ready for the first level of approval.

Approve your PGQ

Step 1. To approve your PGQ, select **Process: Approve**.

Note that the status of the document changed to ***SCHED*** (scheduled). If the document is left in this status, it will be processed and accepted overnight.

Run your PGQ

Step 2. To run your PGQ, select **Process: Run**.

Note that the status of the document changed to *ACCPT* (accepted). **A status of *ACCPT* indicates that the database has been updated**.

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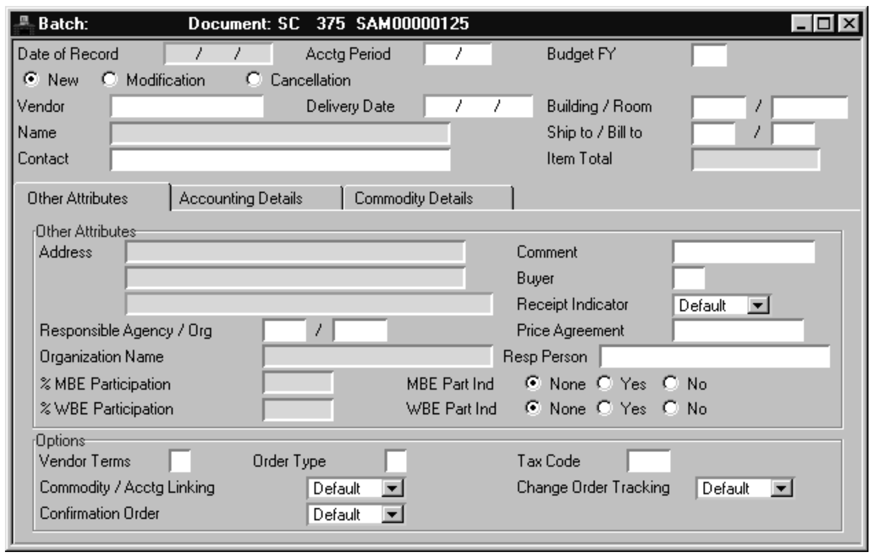
Service Contract (SC)

- Used to procure goods and/or services that are under contract from a vendor that involve a lump sum or guaranteed-not-to-exceed dollar amount (not based on quantities, units of measure, or unit costs)

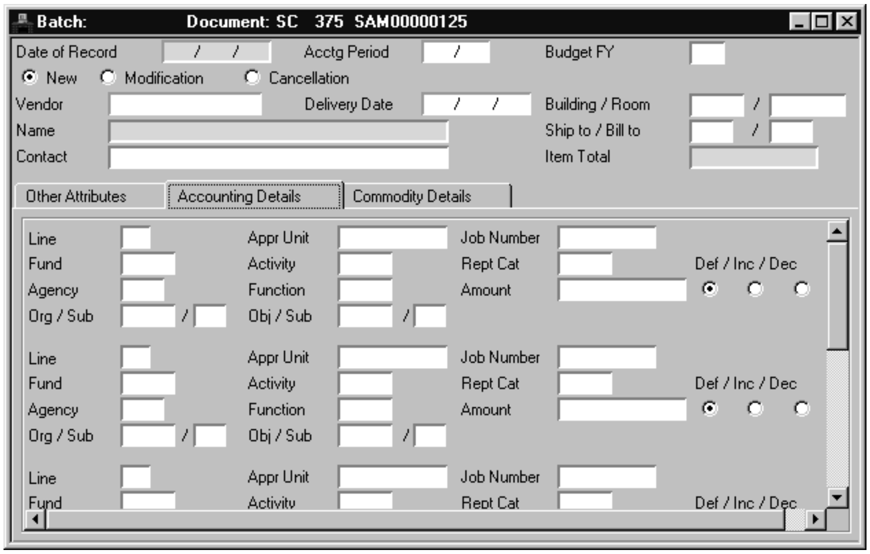
- Represents a formal commitment to purchase specific supplies

- Recorded as an encumbrance of funds

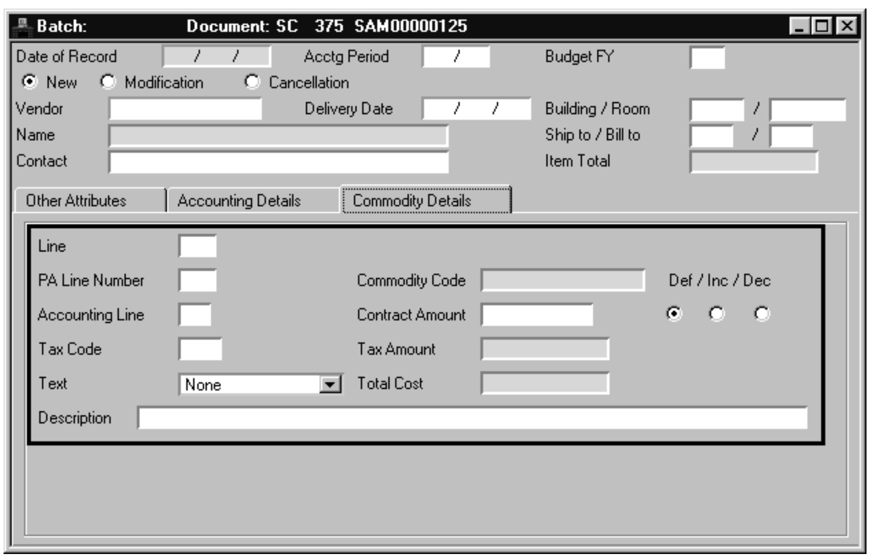
Header and Other Attributes



Accounting Details



Commodity Details



Exercise 4: Service Contract

To enter an SC, you need to enter general information in the *Header* and *Other Attributes* view, accounting information on the *Accounting Details* view, and commodity information on the *Commodity Details* view.

<u>*Scenario*</u>

Your office is relocating to a different building, and a moving services company has been hired to handle the move. The price agreement you are using has only one line on it. The price agreement number is C900234115.

Step 1. From the ***Price Agreement Order Processing*** Business Area, open the **Service Contract Order** Business Function.

The Price Agreement Summary table (PASM) opens automatically.

Step 2. Enter ***C900234115*** in the *PA Number* field.

Step 3. Select **Display: Browse Data**.

The PASM record for the price agreement is displayed.

Step 4. Click on the **PAVC** button at the bottom of the Business Function window to access the Price Agreement Vendor/Commodity table record.

Note that on line 001 of this price agreement, you may purchase moving services. Any dollar amount may be specified.

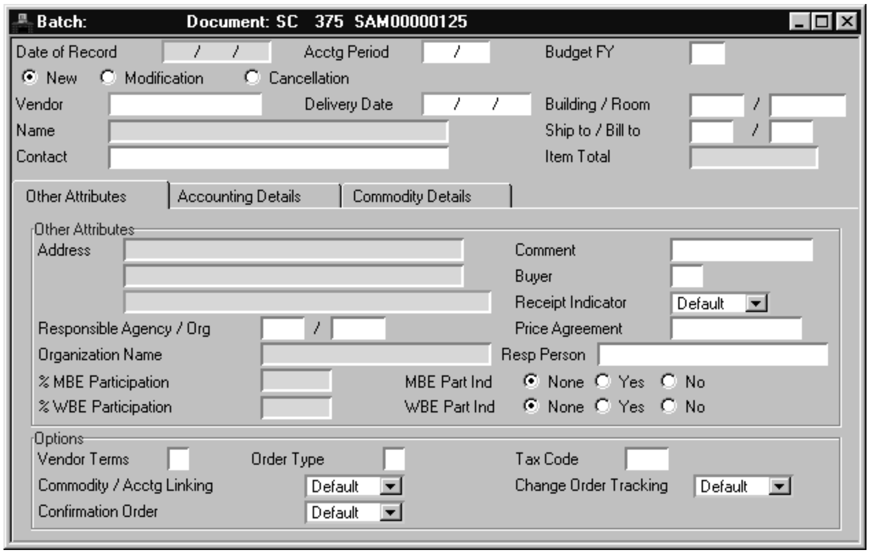
Step 5. Click on the ***SC*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with the ***Service Contract*** automatically selected in the *Document Type* field.

Step 6. Enter ***1375*** in the *Organization* field.

Step 7. Enter ***375*** (the agency) in the first section of the *Document ID* field and the prefix ***SAM*** in the second section.

Step 8. Select ***Automatic Document Numbering***. The system will automatically assign your document a unique number.

Step 9. Select **OK**. The SC window appears.



Step 10. Enter the following information in the Header and *Other Attributes* view of your blank SCS document:

Vendor: ***0422330380 0***
Delivery Date: ***Provided by Instructor***
Bill To: ***L01***
Responsible Agency / Org: (Agency Defaults) / ***1375***
Price Agreement: ***C900234115***
Resp Person: ***Enter your name***

Step 11. Click on the **Accounting Details** tab. The *Accounting Details* view appears. Enter the following information:

Line: ***01***
Fund: ***0101***
Agency: ***375***
Org/Sub: ***1375***
Appr Unit: ***2442***
Obj/Sub: ***2166***

Step 12. Click on the **Commodity Details** tab. The *Commodity Details* view appears. Enter the following information:

Line: ***001***
PA Line Number: ***001***
Contract Amount: ***3200.00***

Editing and Error Message Correction

Step 1. Edit the document by selecting **Process: Edit**.

Step 2. Using what you know about error message prefixes and suffixes, take the steps necessary to correct any hard errors you receive. Refer to the Error Message Correction appendix at the back of this manual for information on correcting error messages.

Step 3. After correcting all the necessary errors in your document, edit your document again by selecting **Process: Edit**.

If the document is error-free, you will receive the message “READY FOR APPROVAL 1.”

Approving and Running Documents

No updates will be made to the system until the document has been accepted into SAM II (i.e., the document status = ***ACCPT***). Most documents in SAM II require at least one level of approval before the document can be accepted. Note that your SC document now has a status of ***PEND1***, meaning the document is ready for the first level of approval.

Approve your SC

Step 1. To approve your SC, select **Process: Approve**.

Note that the status of the document changed to ***SCHED*** (scheduled). If the document is left in this status, it will be processed and accepted overnight.

Run your SC

Step 2. To run your SC, select **Process: Run**.

Note that the status of the document changed to ***ACCPT*** (accepted). **A status of *ACCPT* indicates that the database has been updated**.

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Review and Skill Check

Write the appropriate document type to use (PDQ, SCS, PGQ, or SC) next to each situation below:

___ 1. You need to order several different types of office supplies (boxes of pens, bundles of paper, etc.) from the contract that has been established with Office Depot.

___ 2. You need to encumber funds to cover a one-time painting job that is guaranteed not exceed $4500.00 for all materials and labor.

___ 3. You need to procure 3 cases of rubber gloves and 2 gallons of cleaning solvent from non-contract vendor.

___ 4. You need to purchase several different parts for a copier under a copier maintenance contract.

Purchase Order Inquiry Tables

Topic Objectives

After completing this topic, you will:

- Understand the uses of the three main open item purchase order tables.
- Know how to look up PDQ documents on the three main open item purchase order tables.
- Know how to look up SCS documents on the three main open item purchase order tables.
- Know how to look up PGQ documents on the three main open item purchase order tables.
- Know how to look up SC documents on the three main open item purchase order tables.
- Understand how to use the Document Cross Reference Inquiry table (DXRF).

Open Item Tables and Documents

As you learned in the *SAM II Document Processing* class, accepted documents are purged from the Document Listing (SUSF) nightly. However, once a document has been accepted into the SAM II system, information from that document is stored on a set of document type-specific open item tables. Most document types have a set of open item tables that store information for that document type only. Open item tables can be used to find current information about a given document. The open item tables are updated immediately when referencing documents are accepted.

Open item tables are most useful when used in conjunction with the Business Areas and Business Functions.

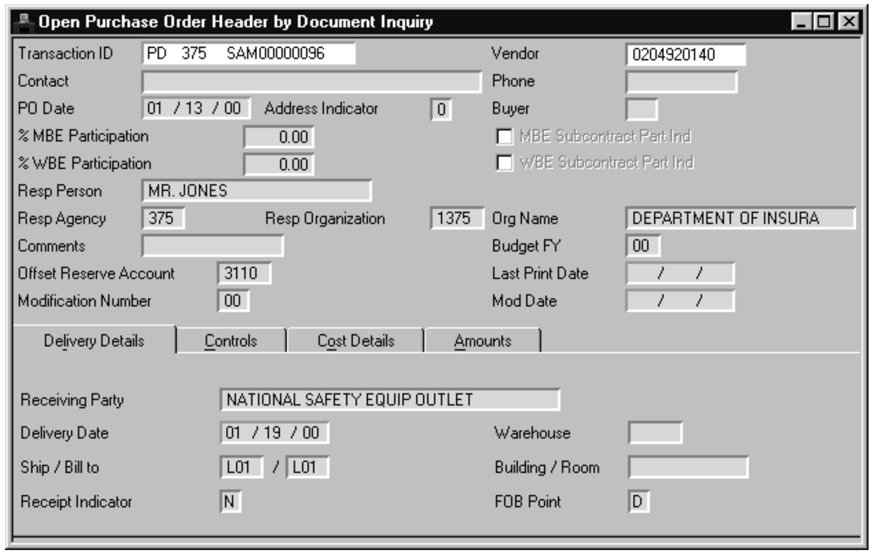
The following open item tables are updated each time a purchase order is accepted in SAM II:

- Open Purchase Order Header by Document Inquiry (OPHD)
- Open Purchase Order Commodity Line by Document Inquiry (OPCD)
- Open Purchase Order Account Line by Document Inquiry (OPLD)

Information can be accessed on these tables by entering the purchase order document ID in the *Transaction ID* field and using the options available under the **Display** menu (**Browse Data**, **More Data**, etc.).

All four types of purchase orders covered in class (PDQ, SCS, PGQ, SC) are stored on these tables. The first section of the *Transaction ID* field is only two characters long. Only the first two characters of the document type are needed: To browse for a PDQ document, enter ***PD*** in the first section; to browse for a PGQ document, enter ***PG*** in the first section; to browse for either an SCS or an SC document, enter ***SC*** in the first section. Continue entering the remaining sections (agency code and document number) as usual.

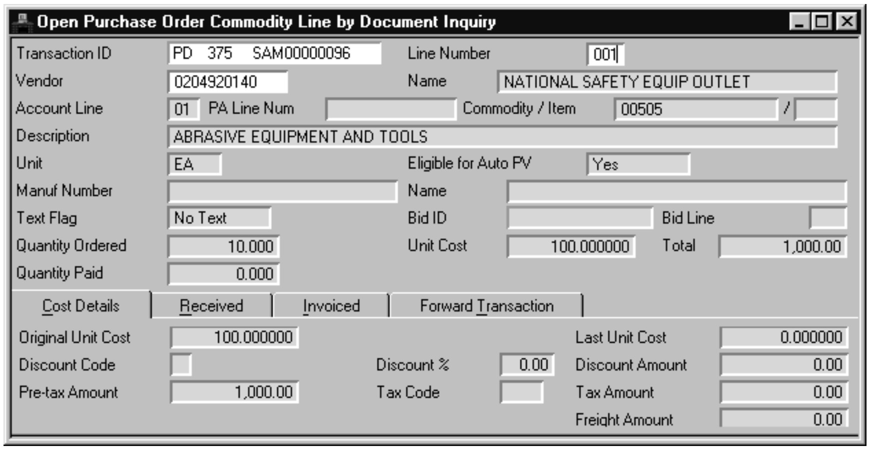
Open Purchase Order Header by Document Inquiry (OPHD)



Open Purchase Order Header by Document Inquiry (OPHD) displays “header” information about any accepted purchase order. Header information is information that pertains to the document as a whole (i.e., not broken up by commodity or accounting lines). Use the view tabs in the middle of the window to find different types of information, including:

- Vendor code and name
- Delivery date
- Ship To/Bill To codes
- Warehouse
- MBE/WBE participation percentages
- Note Pad Text indicator
- Three-way Match Status
- Total quantity ordered
- Total order dollar amount
- Received amount
- Invoiced amount
- Outstanding amount
- Expended amount
- Closed amount and closed date

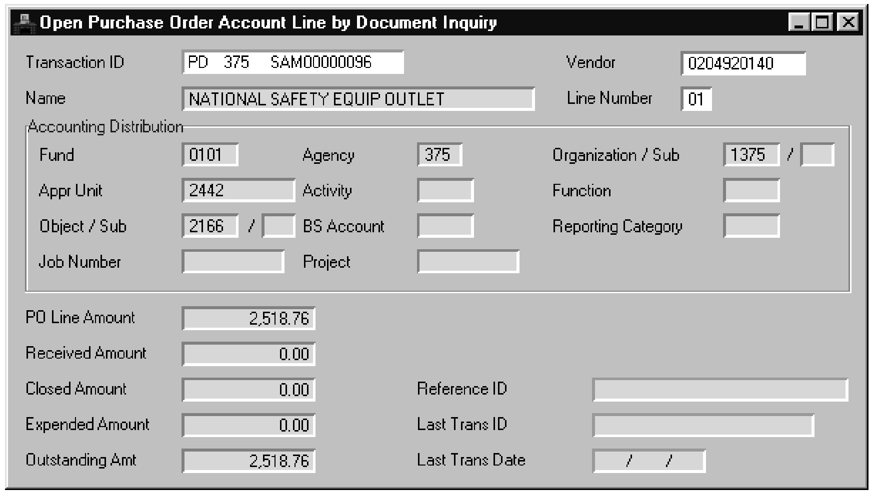
Open Purchase Order Commodity Line by Document Inquiry (OPCD)



Open Purchase Order Commodity Line by Document Inquiry (OPCD) displays information about an individual commodity line from your purchase order. Using the combination of the *Transaction ID* field and the *Line Number* field, users may look up one particular commodity line at a time, or all lines in sequence. Use the view tabs on OPCD to get the following information:

- Referenced accounting line
- Commodity code and description
- Unit of measure
- Custom text indicator
- Quantity ordered
- Unit cost
- Total dollar amount
- Quantity paid
- Quantity received including Partial/Final indicator
- Quantity invoiced including Partial/Final indicator
- Last referencing transaction ID

Open Purchase Order Account Line by Document Inquiry (OPLD)



Open Purchase Order Account Line by Document Inquiry (OPLD) displays information about an individual accounting line from a purchase order. Using the combination of the *Transaction ID* field and the *Line Number* field, users may look up one particular accounting line, or all lines in sequence. Use OPLD to get the following information:

- Accounting distribution used on the purchase order (fund, agency, org…)
- Purchase order line amount
- Received amount
- Closed amount
- Expended amount
- Outstanding amount
- Last referencing transaction ID and date

Exercise 5: Viewing Purchase Order Information

Now that you have several purchase orders accepted in SAM II, you can look up each one on the open item purchase order tables discussed above. Keep in mind that these tables are available under several different business functions, not just the one used in the example.

Find Your PDQ

Step 1. From the ***Purchase Order Processing*** Business Area, open the **Open Item Inquiry Summary** Business Function.

The Open Purchase Order Header by Document Inquiry table (OPHD) opens automatically.

Step 2. Enter the document ID you wrote down from your PDQ in the *Transaction ID* field in the following format:

PD 375 SAMXXXXXXXX

(where ***XXXXXXXX*** is the final 8 digits of your document ID).

Step 3. Select **Display: Browse Data** to display header information from your PDQ.

Step 4. Click on the view tabs in the middle of the OPHD window to access the different table views (*Delivery Details, Controls, Cost Details, Amounts*).

Step 5. Click on the **OPCD** button at the bottom of the Business Function window view information about your first commodity line on the Open Purchase Order Commodity Line by Document Inquiry table (OPCD).

Note that your document ID is automatically carried forward from OPHD.

Step 6. Click on the view tabs in the middle of the OPCD window to access the different table views (*Cost Details, Received, Invoiced, Forward Transaction*).

Step 7. Select **Display: More Data** to view the remaining commodity lines on your document.

Step 8. Click on the **OPLD** button at the bottom of the Business Function window to view information about your first accounting line on the Open Purchase Order Account Line by Document Inquiry table (OPLD).

Note that your document ID is automatically carried forward from OPCD.

Step 9. Select **Display: More Data** to view the remaining accounting lines on your document.

Find Your SCS, PGQ, and SC

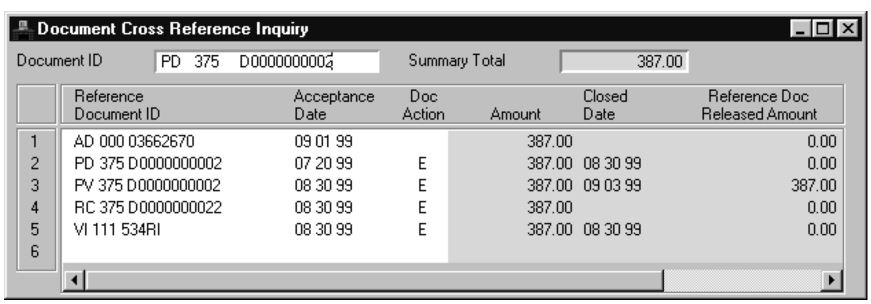
Close the OPLD and OPCD windows and repeat steps 2-9 using your SCS, PGQ, and SC document ID's. Remember that not all of the purchase orders have the same number of commodity and accounting lines.

Note: All of these tables and table entries can be accessed individually, in any order. Use the *Transaction ID* and the appropriate line number fields with the **Display** menu commands to directly access any commodity or accounting line.

Document Cross Reference Inquiry (DXRF)

In addition to the open item tables, the Document Cross Reference Inquiry table (DXRF) can be a very useful tool when looking up current information about a purchase order.

Document Cross Reference Inquiry (DXRF)


Document Cross Reference Inquiry

Document ID: PD 375 D0000000002 Summary Total: 387.00

	Reference Document ID	Acceptance Date	Doc Action	Amount	Closed Date	Reference Doc Released Amount
1	AD 000 03662670	09 01 99		387.00		0.00
2	PD 375 D0000000002	07 20 99	E	387.00	08 30 99	0.00
3	PV 375 D0000000002	08 30 99	E	387.00	09 03 99	387.00
4	RC 375 D0000000022	08 30 99	E	387.00		0.00
5	VI 111 534RI	08 30 99	E	387.00	08 30 99	0.00
6						

Document Cross Reference Inquiry (DXRF) provides information about all documents associated with the document entered in the *Document ID* field in the header. For example, you may enter a purchase order ID in the header, and SAM II will list all of the documents that are related to the purchase order (receivers, vendor invoices, payment vouchers, check numbers, etc. The document ID and acceptance date are displayed along with the vendor/provider (if applicable) and the closed date (if applicable) for each of the related documents. Information in this window is updated during the nightly cycle process.

Exercise 6: Using Document Cross Reference Inquiry (DXRF)

<u>Scenario</u>: *A user has called you regarding a purchase order you entered several months ago. The user is inquiring about whether or not the items have been received and invoiced. Use DXRF to find this information.*

Step 1. Using the Go To window, open the Document Cross Reference Inquiry table (DXRF).

Step 2. Enter the following in the *Document ID* field in the header area of the window:

PD 375 TR900000001

Step 3. Select **Display: Browse Data** from the pull-down menus.

The record is displayed, along with any associated documents.

Purchase Order Modifications and Cancellations

Topic Objectives

After completing this topic, you will:

- Understand the concept of and need for SAM II document batches.
- Know how to modify or cancel a purchase order after it has been accepted.
- Know how to add more than 6 accounting lines to a purchase order document.

Modifications Introduction

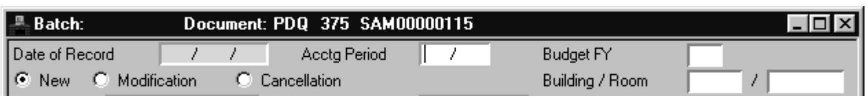
There may be special situations in which a purchase order must be modified or cancelled. Recall from the *SAM II Document Processing* class that documents do not actually update the SAM II database until they have been accepted (status=***ACCPT***). If a purchase order you are working on needs to be modified or cancelled and the document is not yet accepted, simply open the document and make any changes required (or delete the document using the **Process** menu).

Note: In some cases it may be necessary to remove approvals that were previously applied from the document before changes or deletions can be made.

In some situations, however, a purchase order may need to be modified or cancelled *after* it has been accepted. In these cases, a SAM II modification or cancellation document must be processed and accepted.

Documents and Batches

If an accepted document must be modified or cancelled, a new document must be created using the same document number as the original document. This new document is marked as either ***Modification*** or ***Cancellation*** when the document is opened, thus distinguishing it from the original document. SAM II will send an error message if a new document is created with the same ID as an earlier document and neither the ***Modification*** nor ***Cancellation*** radio buttons are selected.



As you recall from the *SAM II Document Processing* class, accepted documents (status=***ACCPT***) are stored on the Document Listing (SUSF) for the remainder of the day they were accepted, and purged from SUSF that evening. As a security measure, the Document Listing cannot contain more than one document with the same document ID. Therefore, if a modification or cancellation is being done *on the same day* that the original document was accepted, a batch ID must be used.

Just like a document ID, a batch ID is made up of three parts: the document type (PDQ, SC, etc.), the agency code, and a unique number (6 characters for a batch ID). The batch ID will distinguish the original document from the modification document on SUSF (see the examples in the table below).

Original Document		**Modification/Cancellation Document**	
Batch ID	**Document ID**	**Batch ID**	**Document ID**
Not Used	PDQ 375 SAM00000084	PDQ 375 000035	PDQ 375 SAM00000084
Not Used	SCS 376 SAM00000371	SCS 376 012800	SCS 376 SAM00000371
Not Used	PGQ 605 SAM00003951	PGQ 605 MM2952	PGQ 605 SAM00003951

Note: Batches are only necessary for modifications and cancellations if the original document is both accepted and currently on the Document Listing (SUSF).

Modifications vs. Cancellations

Several things on a purchase order can be modified after the document has been accepted: unit costs, quantities, shipping addresses, accounting information, etc. When processing modifications and cancellations, certain fields are required regardless of the data being modified. When processing modifications, you will only enter the required fields and the items being modified (i.e., if you are only changing a billing address, then do not enter any accounting or commodity information in your modification document). In addition, if changing quantities or dollar amounts, use the ***Default/Increase/Decrease*** radio buttons to denote the amount of the change.

Canceling a purchase order reverses all of the accounting entries that resulted from the acceptance of the original document.

Required Fields for Modifications

In general, the following fields require input when processing modifications and cancellations to purchase order documents:

New/Modification/Cancellation (radio buttons): Select either ***Modification*** or ***Cancellation***.

Vendor: The vendor code is validated against the document ID.

Change Order Tracking: Select ***Yes*** on modification and cancellation documents. This enables SAM II to track the history of modifications to a purchase order document.

Responsible Agency / Org: The organization code is validated against the user's security settings.

Modifications to Accounting and Commodity Lines

Commodity / Acctg Linking: If linking was set to ***Yes*** on the original document, this field can be used to turn linking off by selecting ***No***.

Note: If linking was turned off (***No***) on the original document, this field must be set to ***No*** on the modification/cancellation document.

Accounting Lines: Accounting lines on a document can be added, changed, or deleted. When a document is modified, the appropriate entry in the *Def/Inc/Dec* (Default/Increase/Decrease) radio buttons on the *Accounting Details* view is required for each accounting line affected.

- These indicators are used instead of specifying negative and positive amounts. Use the ***Inc*** button if the dollar amount of the accounting line will increase as a result of the modification. Use ***Dec*** if the accounting line will decrease.

- If adding a new accounting line, the ***Inc*** radio button must be selected.

- If modifying the dollar amount of an existing accounting line, ***Inc*** or ***Dec*** must be selected, as appropriate.

- If deleting an accounting line, ***Dec*** must be selected and the dollar amount must be decreased such that the net amount is zero. If linking is on, the dollar amount will be inferred.

- If the wrong distribution was entered on the original document, the accounting line must be decreased to zero and reentered on the next line with the correct accounting distribution information.

Commodity Lines: Commodity lines on a document can be added, changed, or deleted. When a document is modified, the appropriate entry in the *Def/Inc/Dec* (Default/Increase/Decrease) radio buttons on the *Commodity Details* view is required for each commodity line affected.

- This indicator is used instead of specifying negative and positive amounts in the *Quantity* or *Unit Cost* fields. Use the ***Inc*** button if the amount of the field will increase as a result of the modification. Use ***Dec*** if the amount will decrease. Enter the amount of the change in the field.

- If adding a new commodity line, the ***Def*** radio button must be selected.

- If modifying the quantity and/or unit costs of an existing commodity line, ***Inc*** or ***Dec*** must be selected, as appropriate.

- If deleting a commodity line, ***Dec*** must be selected and the original quantity and dollar amount must be decreased such that the net amount is zero.

- If a commodity code must be changed, the commodity line must be deleted and a new commodity line must be added with the correct commodity code.

Exercise 7: Modifying a Purchase Order

Scenario: The price of the clocks you ordered on commodity line 005 of your PDQ has increased by $6.00. You need to modify the purchase order. Since the document was accepted earlier today, it is still on the Document Listing (SUSF). A batch must be used.

*On your original order, five wall clocks were ordered on commodity line **005**. The price has increased from $9.99 to $15.99. Commodity line 005 was linked to accounting line **02**.*

Complete the following exercise:

Step 1. From the ***Purchase Order Processing*** Business Area, open the **Decentralized Purchase Order** Business Function.

Step 2. Click on the ***PDQ*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with the ***Quick Decentralized Purchase Order*** automatically selected in the *Document Type* field.

Step 3. Enter ***1375*** in the *Organization* field.

Step 4. Fill in the *Batch ID*. Use agency ***375*** and a unique Batch ID (your name and a number, for example).

Step 5. Select **OK**. The batch header appears. Enter the following data.

Number of Documents: ***1***
Net Amount: ***30.00***

Note: The *Net Amount* is equal to the amount of the increase ($6.00) times the number of clocks ordered (5).

Step 6. Save the batch by selecting **Process: Save** from the pull-down menus. Select **No** when asked if you want to close the document.

Step 7. Select **Display: New Document**. The Batch/Document entry window appears. Enter the document ID ***provided by the instructor*** in the *Document ID* field. This is the original document ID.

Do **NOT** click ***Automatic Document Numbering***.

Step 8. Select **OK**. The PDQ appears.

Step 9. Enter the following information in the header and *Other Attributes* panel:

Click on the ***Modification*** radio button.
Vendor: ***0430853900 0***
Responsible Agency / Org: (Agency defaults) / ***1375***.
Select ***Yes*** from the *Change Order Tracking* drop-down menu.

Step 10. Click on the **Accounting Details** tab. Enter the following information:

Line: ***02***
Click on the ***Inc*** (Increase) radio button.

Note: Since linking was on, the *Amount* field will be calculated from the commodity information.

Step 11. Click on the **Commodity Details** tab and enter the following information:

Line: ***005***
Accounting Line: ***02***
Unit Cost: ***6.00*** (the increase in price per clock)
Click on the ***Inc*** radio button next to the *Unit Cost* field.

Note that you only need to enter enough information to identify the change to be made.

Step 12. Edit the document by selecting **Process: Edit**. You will receive the following messages:

BATCH/DOCUMENT SAVED

DOCUMENT SCHEDULED FOR OFFLINE

BAT NOT BALANCED, NO DOC EDIT

Ignore these error messages, they will disappear once the following step is completed.

Step 13. The next step is to ensure that the batch balances. Select **Display: Top of Batch** to return to the batch header.

Step 14. Edit the batch by selecting **Process: Edit**. You will receive the following message:

DOCUMENT ERRORS DETECTED

You may ignore this message, as the error message on the document is simply to inform you that the document is ready for approval.

Step 15. Verify that the *Net Amount* and *Actual Batch Amount* fields match. Select **Process: Approve and Run** to run the batch. You should receive the message, “ALL ELIGIBLE DOCS ACCEPTED”. Close the Batch header window.

Step 16. Close the Business Function.

Exercise 8: Canceling a Purchase Order

Scenario: *The PDQ you modified in the last exercise now needs to be canceled. Since the document was accepted earlier today, it is still on the Document Listing (SUSF). A new batch must be used.*

The amount of the original purchase order was $353.72. The amount of the modification was $30.00. The total amount of the purchase order now is $383.72.

Complete the following exercise:

Step 1. From the ***Purchase Order Processing*** Business Area, open the **Decentralized Purchase Order** Business Function.

Step 2. Click on the ***PDQ*** button at the bottom of the Business Function window. The Batch/Document Entry window appears with the ***Quick Decentralized Purchase Order*** automatically selected in the *Document Type* field.

Step 3. Enter ***1375*** in the *Organization* field.

Step 4. Fill in the *Batch ID*. Use agency ***375*** and a unique Batch ID (your name and another number, for example).

Step 5. Select **OK**. The batch header appears. Enter the following data.

Number of Documents: ***1***
Net Amount: ***383.72***

Note: The *Net Amount* is equal to the entire amount of the purchase order you are canceling.

Step 6. Save the batch by selecting **Process: Save** from the pull-down menus. Select **No** when asked if you want to close the document.

Step 7. Select **Display: New Document**. The Batch/Document entry window appears. Enter the document ID ***provided by the instructor*** in the *Document ID* field. This is the original document ID.

Do **NOT** click ***Automatic Document Numbering***.

Step 8. Select **OK**. The PDQ appears.

Step 9. Enter the following information in the header and *Other Attributes* panel:

Click on the ***Cancellation*** radio button.
Vendor: ***0430853900 0***
Responsible Agency / Org: (Agency defaults) / ***1375***.
Select ***Yes*** from the *Change Order Tracking* drop-down menu.

Step 10. Edit the document by selecting **Process: Edit**. You will receive the following messages:

BATCH/DOCUMENT SAVED

DOCUMENT SCHEDULED FOR OFFLINE

BAT NOT BALANCED, NO DOC EDIT

Ignore these error messages, they will disappear once the following step is completed.

Step 11. The next step is to ensure that the batch balances. Select **Display: Top of Batch** to return to the batch header.

Step 12. Edit the batch by selecting **Process: Edit**. You will receive the following message:

DOCUMENT ERRORS DETECTED

You may ignore this message, as the error message on the document is simply to inform you that the document is ready for approval.

Step 13. Verify that the *Net Amount* and *Actual Batch Amount* fields match. Select **Process: Approve and Run** to run the batch. You should receive the message, "ALL ELIGIBLE DOCS ACCEPTED". Close the Batch header window.

Step 14. Close the Business Function.

Adding More Than 6 Accounting Lines

Original entries on a purchase order are limited to 6 accounting lines. However, up to 99 accounting lines can be added to a purchase order using successive modifications. Modifications can be used to add 5 new accounting lines at a time. Consider the example below:

<u>Scenario</u>: *A purchase order, PDQ 375 SAM00000229, for $1500.00 needs to be divided over 15 different accounting lines. Each accounting line should have $100.00 charged to it. Since each purchase order entry can include only 6 accounting lines, the purchase order must be modified to include all 15.*

Step 1. The original purchase order is created, with linking turned off (***No***). The *Commodity Details* are entered as usual. The *Accounting Details*, however, are entered as follows:

Accounting Line	Amount	Def/Inc/Dec
01	100.00	Def
02	100.00	Def
03	100.00	Def
04	100.00	Def
05	100.00	Def
06	1000.00	Def

Notice the final line (06) is the amount of line 06 plus the remaining lines (07-15).

Step 2. The purchase order is edited, approved, and ran.

Step 3. Using a batch, a modification document is opened using the same document ID.

Note that the *Net Amount* on the Batch Header is ***0.00***. The dollar amount of the purchase order is not changing.

Step 4. ***Modification*** is selected, the *Vendor Code* and *Responsible Org* are entered, and the *Change Order Tracking* field is set to ***Yes***.

Step 5. The *Accounting Details* are entered as follows:

Accounting Line	Amount	Def/Inc/Dec
06	900.00	Dec
07	100.00	Inc
08	100.00	Inc
09	100.00	Inc
10	100.00	Inc
11	500.00	Inc

Notice the first line (06) is decreased by the remaining lines ($900.00), while the last line (11) is the amount of line 11 plus the remaining lines (12-15).

Step 6. The purchase order batch is edited, approved, and ran.

Step 7. Using a batch, a modification document is opened using the same document ID.

Note that the *Net Amount* on the Batch Header is ***0.00***. The dollar amount of the purchase order is not changing.

Step 8. ***Modification*** is selected, the *Vendor Code* and *Responsible Org* are entered, and the *Change Order Tracking* field is set to ***Yes***.

Step 9. The *Accounting Details* are entered as follows:

Accounting Line	Amount	Def/Inc/Dec
11	400.00	Dec
12	100.00	Inc
13	100.00	Inc
14	100.00	Inc
15	100.00	Inc

Notice the first line (11) is decreased by the remaining lines ($400.00).

Step 10. The purchase order batch is edited, approved, and ran.

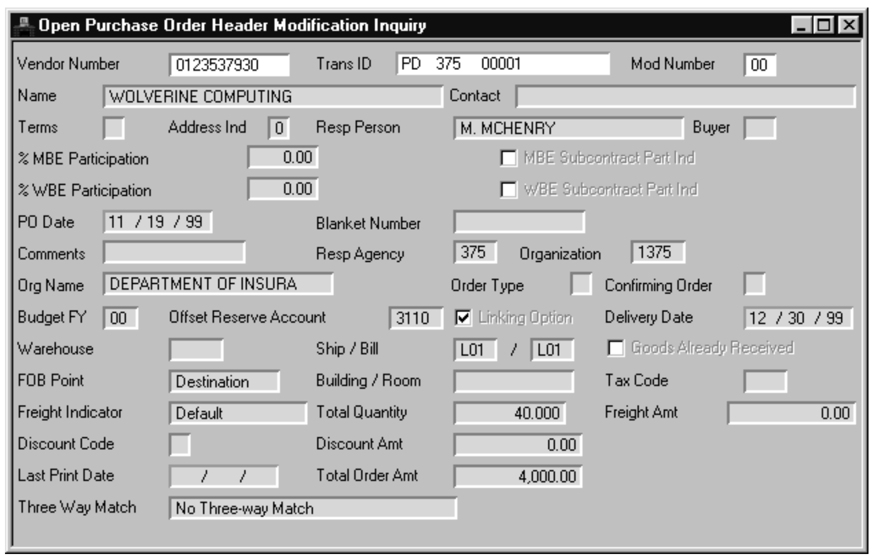
Modification Tables

Using the *Change Order Tracking* field allows SAM II to track a modification history for each purchase order. The modifications are stored on the following tables:

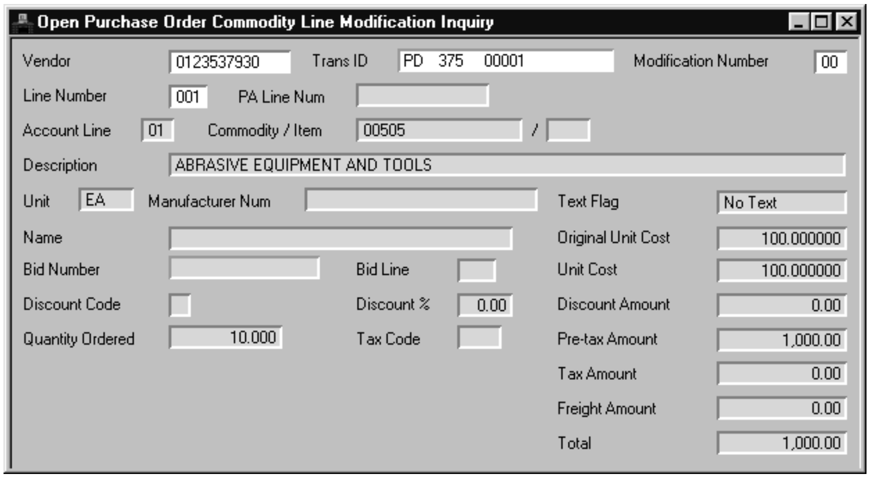
- Open Purchase Order Header Modification Inquiry (MPPH)
- Open Purchase Order Commodity Line Modification Inquiry (MPPC)
- Open Purchase Order Account Line Modification Inquiry (MPPL)

These tables work just like their open item counterparts, OPHD, OPCD, and OPLD. With the modification tables, however, a *Mod Number* is also stored. When a purchase order is created, it is assigned modification number ***00***. Each successive modification is incremented by one.

Open Purchase Order Header Modification Inquiry (MPPH)


Open Purchase Order Header Modification Inquiry
Vendor Number 0123537930 Trans ID PD 375 00001 Mod Number 00
Name WOLVERINE COMPUTING Contact
Terms Address Ind 0 Resp Person M. MCHENRY Buyer
% MBE Participation 0.00 MBE Subcontract Part Ind
% WBE Participation 0.00 WBE Subcontract Part Ind
PO Date 11 / 19 / 99 Blanket Number
Comments Resp Agency 375 Organization 1375
Org Name DEPARTMENT OF INSURA Order Type Confirming Order
Budget FY 00 Offset Reserve Account 3110 Linking Option Delivery Date 12 / 30 / 99
Warehouse Ship / Bill L01 / L01 Goods Already Received
FOB Point Destination Building / Room Tax Code
Freight Indicator Default Total Quantity 40.000 Freight Amt 0.00
Discount Code Discount Amt 0.00
Last Print Date / / Total Order Amt 4,000.00
Three Way Match No Three-way Match

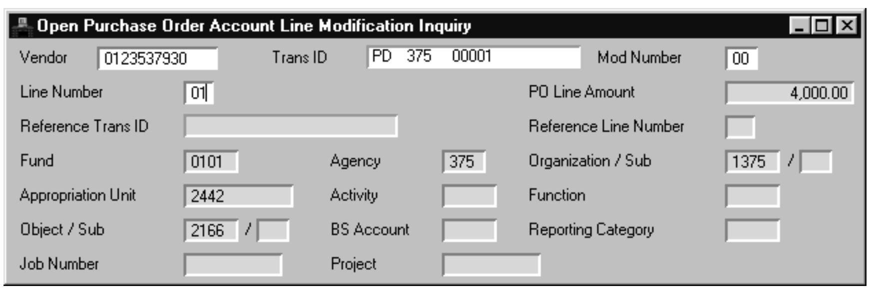
Open Purchase Order Commodity Line Modification Inquiry (MPPC)



Open Purchase Order Commodity Line Modification Inquiry

Vendor	0123537930	Trans ID	PD 375 00001	Modification Number	00
Line Number	001	PA Line Num			
Account Line	01	Commodity / Item	00505 /		
Description	ABRASIVE EQUIPMENT AND TOOLS				
Unit	EA	Manufacturer Num		Text Flag	No Text
Name				Original Unit Cost	100.000000
Bid Number		Bid Line		Unit Cost	100.000000
Discount Code		Discount %	0.00	Discount Amount	0.00
Quantity Ordered	10.000	Tax Code		Pre-tax Amount	1,000.00
				Tax Amount	0.00
				Freight Amount	0.00
				Total	1,000.00

Open Purchase Order Account Line Modification Inquiry (MPPL)



Open Purchase Order Account Line Modification Inquiry

Vendor	0123537930	Trans ID	PD 375 00001	Mod Number	00
Line Number	01			PO Line Amount	4,000.00
Reference Trans ID				Reference Line Number	
Fund	0101	Agency	375	Organization / Sub	1375 /
Appropriation Unit	2442	Activity		Function	
Object / Sub	2166 /	BS Account		Reporting Category	
Job Number		Project			

Appendix A: Terminology

Authorized Limit	The total dollar amount of a price agreement over its lifetime.
Closed Amount	The amount encumbered and closed relating to a price agreement to date.
Confirmation Order	An option on a purchase order document that allows you to designate it as a confirmation of an order placed over the phone. If the order is a confirming order, select ***Yes*** in the *Confirmation Order* field drop-down menu. The printed purchase order will notify the vendor that the form represents a confirmation.
Encumbered Amount	The amount submitted on a purchase order document. Encumbrance obligates funds.
Index View	An alternate view of data contained in a reference table. Usually a summary listing that allows you to view multiple records at a time by specific sort criteria, or key fields. An example of an Index View is the Commodity Index (COMM). COMM is an Index view of the Commodity (COMT) reference table.
Inquiry Screens	Inquiry screens are used to view data online. They are automatically maintained by the system when documents are accepted and cannot be added, changed or deleted manually. An example of an inquiry table is the Commodity Index (COMM).
Maintenance View	Detailed reference table information is viewed and updated one record at a time.

Open Item Inquiry	Open Item inquiries display header, commodity line, and accounting line information for all open and recently closed purchasing and payment documents. An example of an Inquiry Table is the Open Purchase Order Header by Document Number Inquiry (OPHD).
Reference Tables	Reference tables are used to validate entries in the system. They require a one time set up and are primarily maintained by OA. Examples of reference tables include the Vendor (VEN2 and VEN3) tables and the Commodity Table (COMT).
Remaining Balance	The balance available for encumbering under a price agreement.

Appendix B: Agency Identifiers

The following list of agency identifier codes can be used on the Shipping (SHIP), Billing (BILL), and Special Instructions (SPIS) tables.

Agency Identifier	Agency
A	Legislature
B	Judiciary
C	Public Defender Commission
D	Governor
E	Lt. Governor
F	Secretary of State
G	State Auditor
H	State Treasurer
I	Attorney General
J	Office of Administration
K	Department of Agriculture
L	Department of Insurance
M	Department of Conservation
N	Department of Economic Development
O	Department of Elementary and Secondary Education
P	Department of Higher Education
Q	Department of Health
R	Department of Transportation
S	Department of Labor and Industrial Relations

T	Department of Mental Health
U	Department of Natural Resources
V	Department of Public Safety
W	Department of Revenue
X	Department of Social Services
Y	Department of Corrections
Z	Reserved for new agency
0	Statewide: non-agency specific
1	Department of Social Services
2	Department of Transportation
3-9	Reserved for future use

Appendix C: Purchase Order Printing

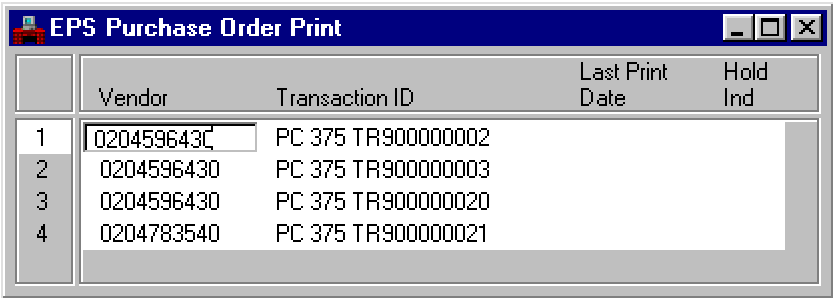
Purchase Order Printing Capabilities

Purchase orders may be printed on-site if an agency has a compatible printer that is connected to the State Data Center. Purchase orders that do not print at the agency site will be printed at the State Data Center and distributed to agencies.

SAM II provides the ability to print the following order documents:

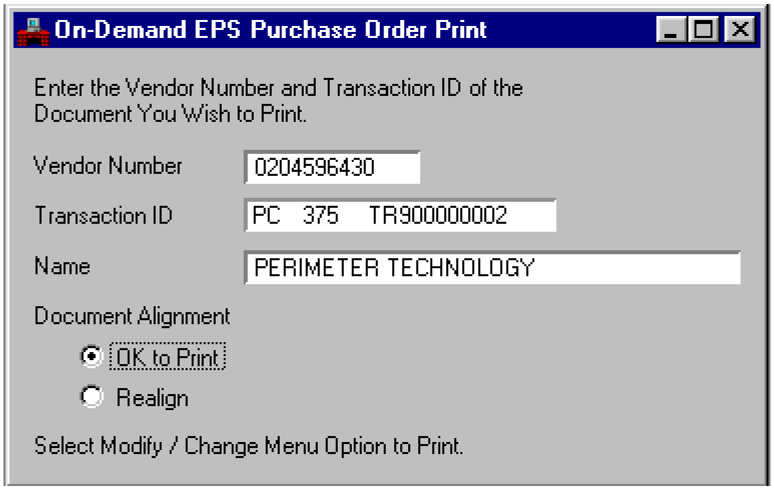
- Quick Centralized Purchase Order (PCQ)
- Quick Decentralized Purchase Order (PDQ)
- Total Cost Purchase Order (PCT)
- Quick Price Agreement Order (PGQ)
- Service Contract Order (SC)
- Simplified Service Contract (SCS)

EPS Purchase Order Print (PCHD)



Order documents meeting specified criteria are automatically printed during the nightly processing cycle. EPS Purchase Order Print (PCHD) displays information about the print status of order documents that are accepted into the system. This table may be used to place order documents on hold to prevent an order document from printing.

On-Demand EPS Purchase Order Print (ODPO)



On-Demand EPS Purchase Order Print (ODPO) is used to print purchase order and price agreement order documents during the day when immediate turnaround is required. Printing will be under normal security restrictions.

Exercise: On-Demand Printing

This exercise demonstrates printing a purchase order.

<u>Scenario</u>: *You need to print a purchase order on-demand.*

Complete the following exercise:

Step 11. From the ***Purchase Order Processing*** Business Area, open the **Purchase Order Print Status** Business Function. PCHD opens automatically.

Step 12. Click on the **ODPO** button to open the On-Demand EPS Purchase Order Print Window.

Step 13. Select **Window: Clear Window** to clear the screen.

Step 14. Enter the following information:

Vendor Number: ***0204596430***
Transaction ID: ***Your Purchase Order Number***

Step 15. Select **Display: Browse Data**.

Step 16. Select the ***OK to Print*** radio button.

Step 17. Select **Modify: Change** to print the purchase order.

Appendix D: Additional Inquiry Tables

Table Name	Table Code
Agency/Organization Purchase Order Inquiry	AOPI
Appropriation Inquiry (Extended)	EAP2
Commodity by Purchase Order Number Inquiry	CIPO
Commodity History	CHIS
Expense Budget Inquiry (Extended)	EEX2
Open Purchase Order by Blanket Number Inquiry	POBL
Open Purchase Order by Buyer Inquiry	POHB
Open Purchase Order by Delivery Date Inquiry	PODD
Open Purchase Order by Vendor Inquiry	OPIV
Open Purchase Order Commodity Line by Commodity Inquiry	POCC
Open Purchase Order Commodity Line by Commodity and Vendor Inquiry	POC2
Open Purchase Order Commodity Line by Vendor and Commodity Inquiry	POC1
Price Agreement by Expiration Inquiry	PAEX
Price Agreement Summary by Buyer and Expiration Date Inquiry	PABE
Price Agreement Summary by Expiration Date and Buyer Inquiry	PAEB
Price Agreement Summary Inquiry	PASI
Price Agreement Vendor Terms	PAVT
Purchase Order by Account Distribution Inquiry	POAC

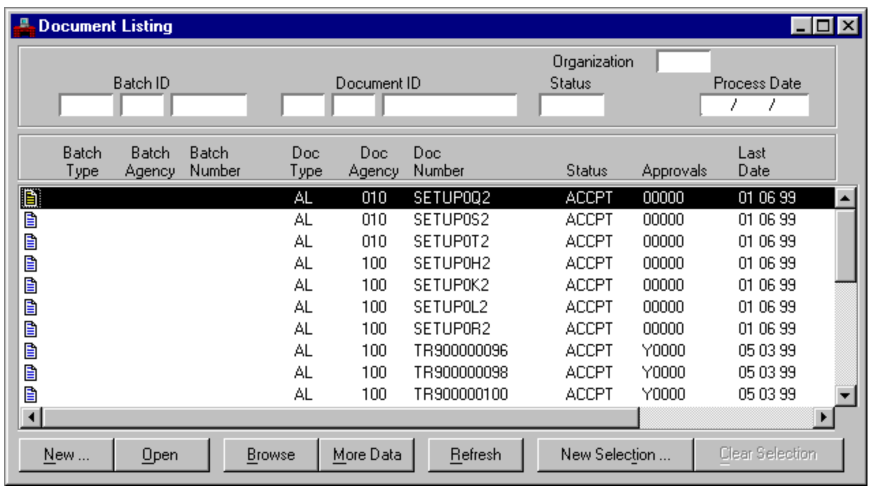
Purchase Order by Vendor Inquiry	PIBV
Purchase Order/Vendor Invoice Cross Reference Inquiry	PCVI
Vendor Document Cross Reference Inquiry	VXRF

Appendix E: Using the Document Listing (SUSF)

Introduction

The Document Listing (SUSF) is a record of all the documents that are occurring in SAM II. The Document Listing allows you to review documents in the system and/or work on several documents at one time. Accepted and Deleted documents are removed from the Document Listing on a regularly scheduled timeframe (1 or 2 days).

The Document Listing (SUSF)



Document Listing Fields

The following tables list all of the fields on the Document Listing (SUSF) and a brief description of their uses:

Header Area Fields

Field Name	Description
Organization	Conditional. Allowed only for document creation. Enter the organization to be associated with the document if required for your security profile.
Batch ID	Optional. You may specify a batch to be listed by specifying a batch ID.
Document ID	Optional. You may specify the first document ID to be listed by specifying a document ID.
Status	Optional. You may limit the list of documents by specifying a document status. If no value is entered, documents with all statuses will be displayed.
Process Date	Optional. You may limit the list of documents by specifying a process date. Only documents with the process date you entered will be displayed.

List Area Fields

Field Name	Description
Batch Type	Display only. The transaction code used to identify the batch is displayed.
Batch Agency	Display only. The agency to which the batch belongs is displayed.
Batch Number	Display only. Unique identifier for the record that the system can easily access and refer to during processing and future queries.
Doc Type	Display only. The code used to identify the document type is displayed.
Doc Agency	Display only. The agency of the document is displayed.
Doc Number	Display only. The number of the document is displayed.
Status	Display only. The status of the suspended document is displayed.
Approvals	Display only. The required approval levels and statuses of the document are displayed.
Last Date	Display only. The last date that the document was updated is displayed.
Last user	Display only. The identification number of the last user to update the document is displayed.
Process Date	Optional. Enter a date to schedule future processing for the document or batch of documents. Note: SAM II users can enter the process date only by selecting the field and pressing the Escape key. After the new date has been entered, select the **Change Date** command from the **Process** menu.

To search for a specific document, enter the document number in the *Document ID* line at the top of the window, then select the **Browse** button. SAM II will find the document you are searching for and display it on the top line of the Document Listing.

On the Document Listing, documents are sorted by Document type and Document number. The Document Listing displays 30 documents at one time. You can scroll down through the list of documents to view the entire set. Select the **More Data** button to see the next set of documents.

Methods for Processing

The pull-down menus and buttons associated with the Document Listing let you perform a number of tasks. The main types of tasks are as follows:

- entering and processing batches or documents in SAM II
- reviewing batches or documents that have been entered into SAM II
- scanning for specific batches or documents in SAM II

You can use the Document Listing buttons to perform the following actions:

- **New**: Create a new batch/document
- **Open**: Open an existing batch/document
- **Browse**: Display a list of entries
- **More Data**: Display the next set of entries
- **Refresh**: Display the current entries again (to see changes in a document's status)
- **New Selection**: Open the Document Selection window, where you can specify search criteria
- **Clear Selection**: Clear the current Document Selection choices

You may also use the **Process** menu to perform various actions on the selected document, including processing, copying, approving, and deleting/undeleting.

Freeing a Document

When a user is working with a document, SAM II prevents any other users from accessing it simultaneously. Occasionally, an editing session may be disrupted in a way that leaves the document locked as if you were entering information into it, even though you are not. When this occurs, the system will not allow you to open the document again until you ***free*** the document, indicating that the lock on it should be removed. A document needs to be "freed" if you attempt to open it and receive the message ***Doc in Use by Another User***. You will need to use this command in the event that your building has a power outage or network failure.

This command removes any lock on a document to which it is applied, including locks that are set because someone else is actively editing the document. Before freeing a document, make certain that the lock you are removing is not one that reflects active use by another user.

Freeing a Document

Follow the steps below to free a document

Step 18. From the Document Listing, highlight the line of the document you want to free.

Step 19. From the **Process** menu, select the **Free** command. A message will appear telling you the document has been freed. Your document is now free and you can continue to work with it.

Reviewing and Approving Documents on the Document Listing

The Document Listing shows the status of all documents. Documents with statuses of ***REJCT***, ***SCHED***, ***PEND#***, or ***HELD*** can be retrieved from the Document Listing for editing and approval.

When the Document ID of the document you wish to review is known, it can be opened using the following method:

Step 1. Enter the document ID of the document you wish to review in the *Document ID* fields at the top of the window.

Step 2. Click on the **Browse** button. The document you entered appears on the first line.

Step 3. Click on the **Open** button at the bottom of the window.

Note: You may also open a document by double-clicking on the document line from the Document Listing.

Step 4. After reviewing the document, select the **Approve** option from the **Process** menu.

Step 5. Click on the **[X]** in the upper right corner of the document window to close the document and return to the Document Listing.

You may also edit, approve, and run an entire batch of documents directly from the Document Listing. Browse for the batch using the *Batch ID* fields at the top of the window. When found, highlight the batch and use the **Process** and **Approvals** menu options from the **Process** menu. All documents should be reviewed before being run.

Browsing the Document Listing

You may also browse the Document Listing for documents that match certain criteria by entering a partial key in the Document ID fields. For example, you may browse the document listing to view a list of RXQ documents entered for a specific agency.

Use the following steps to browse the document listing:

Step 1. Enter a partial key in the *Document ID* field at the top of the window, for example, only a type and agency.

Step 2. Select the **Browse** button. The first document of that type for the particular agency is highlighted followed by a list of other documents sorted by Document Number.

Step 3. Use the scroll-bar at the right of the window to view the documents available.

Step 4. Select the **More Data** button to refill the screen with the next set of entries that match the partial key that you entered above.

Using the Document Selection Window

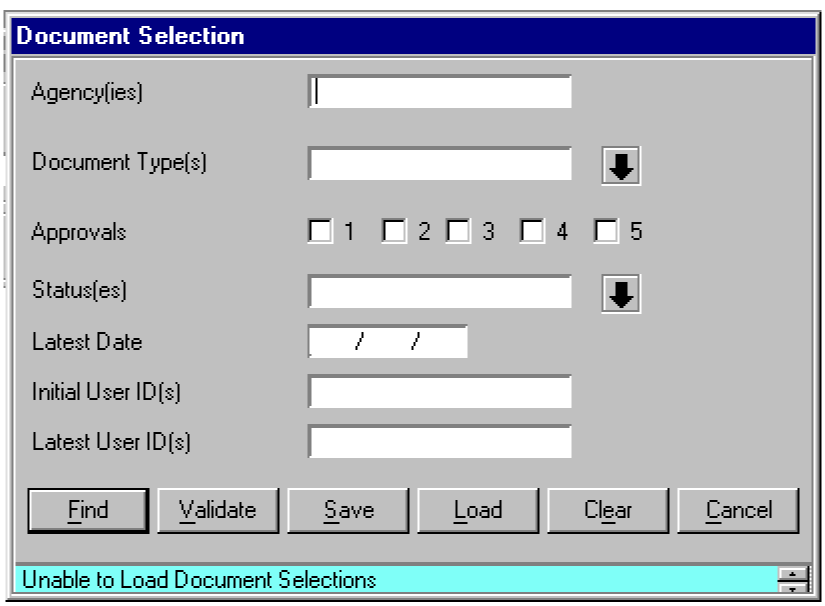
The Document Selection window provides a way to find and open documents on the Document Listing. Using Document Selection, you can specify search criteria to find certain types of documents. For example, you can use Document Selection to find only Purchase Orders with a status of ***HELD.***

Document Selection allows you to list the documents according to some selection criteria. This is very useful because it allows you to selectively list only a few documents (which meet some selection criteria) from a potentially large list of documents.

It is quite possible that you will have a “usual” set of selection criteria, depending upon your designation. For example, you might want to list a set of document types pending your approval. Document Selection provides a feature to specify this “usual” selection criteria (or “profile”), save it, change it and use it for displaying documents.

To open the Document Selection window, select the ***New Selection*** button from the Document Listing.

Document Selection Window



Document Selection Commands

Find

The **Find** button will do the document selection and return you to the Document Listing, using the criteria specified on the window.

Validate

Clicking on the **Validate** button will validate the values specified in the Document Selection window. This will send the specified selections to the server for validation. If there are errors (invalid User ID, for example), they will be displayed on the status bar. The user can modify the selections to correct the errors and validate again.

Save

When you click on the **Save** button, a save window pops up, allowing the user to save the preferences in a ***.wfl*** file to load later. You should typically validate the selection criteria before saving it, even though validation is not mandatory.

Load

You can load the profile you saved by clicking on the **Load** button. A window appears that will allow the user to select one of the .wfl files to load the profile from.

Clear

The **Clear** button will clear all the selections on the Document Selection window, so that the user can specify new values. It does not change the saved values.

Cancel

The **Cancel** button returns you to the Document Listing without making any selections.

Selecting Document Selection Preferences

Step 1. Click on the **New Selection** button from the Document Listing.

Step 2. Enter the search criteria using the keyboard and the pulldown menus. All of the criteria are optional. You may make selections as broad or as detailed as desired:

Agency: Enter an agency or a list of agencies (separated by semicolons).
Document Type(s): Using the Select Choices window, select the document types you wish to view.
Approvals: Use the checkboxes to indicate the pending approval levels you wish to view.
Status(es): Using the Select Choices window, select the statuses of the documents you wish to view.
Latest Date: Enter the date of processing for the documents you wish to view.
Initial User ID: Enter the user ID of the person that created the documents you wish to view.
Last User ID: Enter the user ID of the last person to touch the documents you wish to view.

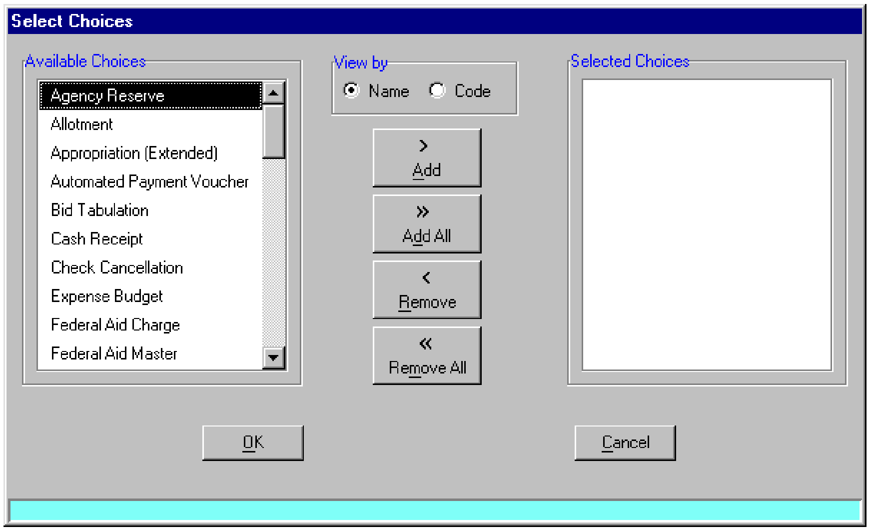
Step 3. (Optional) Select the **Save** button to save the criteria you have just selected. If you save the criteria, you can select the **Load** button later to use the search criteria again without repeating the selection process.

Note: Saving preferences may be useful for users that need to view certain types of documents on a regular basis. Save your preferences to your c:\ drive with the **.wfl** file extension.

Step 4. Select the **Find** button. The Document Listing appears, displaying only the documents that match the criteria you have indicated.

At this point, you can select the documents and work with them.

Select Choices Window



When selecting the status and document type criteria from the Document Selection window, you will click on the arrow icon button. When the arrow is clicked SAM II will open up the Select Choices window. This window presents a list of available values, from which you can select.

The ***View by Name/Code*** panel displays the choices either in the long form (View by Name) or in the short form (View by Code).

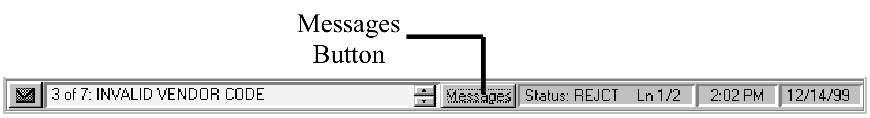
The ***Available Choices*** are displayed in a list box on the left side of this window. You can select a choice and click on the **Add** button to add it to the ***Selected Choices***, displayed on the right side. Similarly you can simply click on **Add All** to add all the ***Available Choices*** to the ***Selected Choices***. The **Remove** button deletes the selected row from the ***Selected Choices*** list. **Remove All** deletes all the selected choices.

Once the values are chosen by clicking the **OK** button on the Select Choices window, these are displayed in the appropriate fields in the Document Selection window, separated by semicolons.

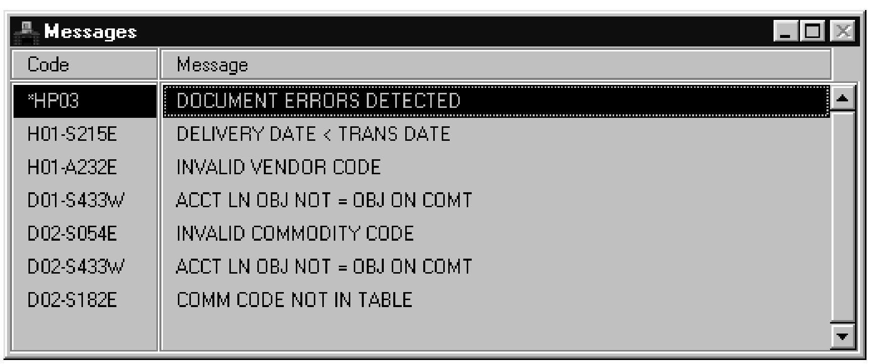
Appendix F: Error Message Correction

Status Bar and Error Messages

Informational and error messages reside on the status bar in the leftmost field. Sometimes several messages appear in the status bar. The first message is displayed, along with the total number of messages. You can scroll through the list of messages and see each one individually using the small up and down arrow buttons to the right of the messages, or you can click on the **Messages** button to view multiple messages in the Messages window.



Messages Window



Message Prefixes

When SAM II detects errors within a document, messages with two types of prefixes can be returned: ***H*** and ***D***.

Header Errors

A message that begins with an ***H*** indicates that the error received applies to something in the Header, *Other Attributes*, or *Accounting Details* view of the document.

Detail Errors

A message that begins with a ***D*** indicates that the error received applies to one of the detail lines on the document. A 2 or 3 digit number follows the ***D***. This number indicates the line number where the error can be found. Note that the 2 or 3 digit number refers to the line number according to the line counter in the status bar, not necessarily the user assigned line number. For example, a message beginning with ***D04*** corresponds the fourth detail line.

Message Suffixes

When SAM II detects errors within a document or table, messages with three types of suffixes can be returned: ***E***, ***O***, and ***W***.

Hard Errors

A message with an ***E*** as the suffix is a hard error. This means that processing of the document or table will not continue until you correct these errors.

Overrideable Errors

A message with an ***O*** as the suffix indicates an overrideable error. Depending on your security profile, you may or may not have the ability to override this error and allow processing to continue.

Warning Messages

A message with a ***W*** as the suffix indicates a system warning message. These messages are notifications and informational messages for your benefit. Processing can continue even if no action is taken.

Extended Error Messages

If you need more information about a particular message listed in the Messages window, double-click the message. The Error Message Explanation window appears, offering a detailed description of the error and how to correct it.

Error Message Explanation Window